



AZM UNIVERSITY
جامعة العزم

UNDERGRADUATE CATALOGUE

Academic Year 2021-2022

Azm University

Prepared by the Registrar's Office

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ACADEMIC CALENDAR 2021-2022

Fall 2020 Semester	
August 16	Deadline for payment of enrollment commitment fee for continuing students
August 16	Advising for new students
August 17-Sept. 6	Course registration for Fall 2021 for all students
August 17-Sept. 6	Payment of fees for Fall 2021 for new students
September 6	Fall 2021 semester begins for all Faculties
September 6-10	Change of schedule for the Fall 2021 semester (Drop and Add)
September 10	Late Registration for new students
September 30	Deadline for submission of official documents for all new students for the Fall 2021 semester
October 1	Deadline for incomplete grades (from Spring 2021 semester)
October 19*	Prophet's birthday, holiday, No classes
October 21	Registration cancellation for all students who did not pay semester fees
November 22	Independence Day, holiday, No classes
December 13	Last day for withdrawal from courses for the Fall 2021 semester
December 14	Last day of classes for all faculties
December 16-21	Fall 2021 semester final examinations start
December 21	Fall 2021 semester ends for all Faculties
December 24- Dec. 26	Christmas Vacation
December 30-January 2	New Year's Vacation
January 6	Armenian Christmas, holiday.
Spring 2022 Semester	
January 3	Deadline for submission of official documents for all new students for the Spring 2022 semester
Jan 3-7	Payment of fees for new students
February 9	Saint Maroun's Day, holiday, No classes
January 11	Spring 2022 semester begins for all faculties
Jan 11-18	Change of schedule for the Spring 2022 semester (drop and add)
February 11	Deadline for incomplete grades (from Fall 2021 semester)
March 25	Annunciation Day, holiday, No classes
April 15-25	Latin Easter/Greek Orthodox Easter vacation, No classes
April 29	Last day for withdrawal from courses for the Spring 2022 semester Last day of classes for all faculties
May 3-5*	Eid Al Fitr, No classes
May 9-13	Spring 2022 semester final examinations
May 13	Spring 2022 semester ends for all faculties
May 25	Liberation Day, holiday

Summer 2022 Semester	
May 30-31	Payment of fees for students registered for the Summer Semester
June 1	Summer semester begins for all faculties
June 1-2	Change of schedule for the Summer Semester (Drop and Add)
July 11-12*	Eid el Adha, no classes
July 22	Last day for withdrawal from courses for the Summer 2022 semester Last day of classes for all faculties
July 27-29	Summer 2022 semester examinations begin
July 29	Summer 2022 semester ends for all faculties

* Tentative Dates

BOARD OF TRUSTEES

Board of Trustees Members

Dr. Rawya Majzoub Barakeh

Dr. Farid Chaaban

Mr. Ramzi Hafez

Dr. Jamil El Jaroudi

Mr. Gaby Khoriaty

Eng. Jamal Krayem

Dr. Ramez Maluf (ex-officio)

Mr. Azmi Mikati

Mr. Maher Mikati

Mr. Samir Mirza

Dr. George Najjar

Mr. Jamal Ramadan

Dr. Mohammad Badwi Shahal

University President

Dr. Ramez Maluf

ADMINISTRATION

2021-2022

Ramez Maluf, PhD, President

Darine Dernayka, MBA, Executive Assistant

Academic Affairs

Mireille Abi Karam, EMBA, Registrar

Dima Alameddine, MSc. Admission Acting Director

Suzan Hannouf, PhD, Head Librarian

Hani Mawlawi, MSc., PMP, Director of Quality Assurance and Entrepreneurship Center

Faculty of Business Administration

Nazih El Jor, PhD, Dean

Joumana Trad, MBA, Faculty Assistant

Faculty of Architecture and Design

Halah Abi Haydar, MSc Architectural Studies, Acting Dean

Sarah Al Jundi, MArch, Faculty Assistant

Faculty of Journalism and Media Communication

Ramez Maluf PhD, Acting Dean

Jana Omary, BA, Faculty Assistant

Office of Admissions and Student Affairs

Dima Alameddine, MS, Acting Director

Suzan Jaber, BA in process, Admissions Assistant

Human Resources

Rania Mikati, TD, HR Specialist

General Services and Procurement

Fida Dahan, BA, Head of General Services and Maintenance

Alaa Sabsabi, TS, Procurement Specialist

Finance and Administration

Omar Adra, MBA, Finance and Administration Director

Marketing

Afif Fattal, BBA, Marketing Senior Specialist

Jana Kabbara, BA, Communication Specialist

Information Technology

Nazih Ghannoum, MSc. IT Manager

THE UNIVERSITY

About the University

Azm University is a private, independent, non-denominational institution of higher learning founded in 2015. The University is licensed under Lebanese Law to grant the various Bachelor Programs within its Faculties. The University is governed by a private and autonomous Board of Trustees.

The University has three faculties: Business Administration, Architecture, and Journalism and Media Communication.

Currently, the University offers programs leading to Bachelor's degrees in Business Administration, Architecture, and Journalism and Media Communications. The official language of instruction is English.

Mission Statement

The University applies an integrated strategy to establish itself as a student-centered and research-oriented institution. We are committed to deliver the most up-to-date quality education to a socially diversified body in the North of Lebanon.

Vision Statement

We aspire to become a nationally competitive and discovery-driven higher education institution that is distinguished by being contextually grounded and by promoting a culture of inquiry and entrepreneurship. Our graduates shall be responsible leaders that actively contribute to the advancement and well-being of their community and beyond.

Values

In pursuing this vision, the University's activities, operations and decision-making are reinforced by the following values:

Excellence: We achieve excellence in education and research by providing a high quality academic and professional foundation across all our programs.

Innovation: We encourage and facilitate the transfer of knowledge and technology into solutions and are dedicated to the creation of new knowledge.

Engagement: We are committed to enriching the social, economic, cultural and intellectual life of North Lebanon.

Academic freedom: We are committed to honesty and fairness and the highest standards of ethical conduct across our operations and to promoting a learning community.

Equality and diversity: We are committed to inclusion, diversity and equal opportunity across all aspects of our operations and are objective in dealing with our stakeholders.

Credibility: We stand for reliability and respecting our standards and commitments as we seek to enhance the University's professional reputation and identity.

Partnership: We work nationally and internationally to develop partnerships based on trust, respect, and value creation.

History

In 2014, the founders of M1 Group in Lebanon were eager to venture into higher education to provide a distinguished educational service and a unique learning experience to university students in Lebanon. They aimed at establishing a leading university in Lebanon starting from the northern city of Tripoli with a plan to expand at a later stage to different areas in Lebanon and the Arab World. The University seeks to be open and accessible to all segments of the Lebanese and Arab population and to contribute to the development of the youth in the Arab region. The University attracts a select body of students and helps them acquire an applied, cutting edge, body of knowledge in their respective disciplines with special emphasis on ethical behavior and social responsibility.

Location and Environment

The campus in Tripoli is characterized by an environment conducive to an educational setting. Tripoli is the largest city in northern Lebanon and the second largest city in Lebanon, situated at around 85 Kilometers from the capital city of Beirut. Tripoli overlooks the Mediterranean Sea, houses one of the largest fortresses in Lebanon- the Citadel of Raymond de Saint-Gilles- and has a profound historical heritage dating back to the Phoenician era, and enjoys significant vestiges of Assyrian, Persian, Roman, Byzantine, Caliphate, Seljuk, Crusader, Mamluk, Ottoman and French Mandate influences.

The climate in Lebanon is moderate and sunny for almost eight months a year like most of the countries located in the Mediterranean basin. Lebanon also witnesses rain and cold weather during the winter season between November and March. The average annual rainfall is 86 cm (34 inches) and the temperature may drop below 7°C (50°F).

Statement of Accreditation

Degrees awarded by the University are officially registered with the Ministry of Education and Higher Education in Lebanon. Azm University is currently involved in seeking accreditation from international agencies.

Academic Support Services

IT Services

The University has a solid Information Technology network and aims to be a leader in technological initiatives for institutions of higher learning. The University community, vendors, partners and affiliates benefit from the use of secure and cost-effective information technology solutions in a team-empowered environment with integrity, transparency, and innovation. The Network is composed of a specialized IT Office that is responsible for restoring, organizing, and maintaining systems and infrastructure services aimed at enhancing user productivity through seamless access to services and resources. The IT office, furthermore, manages the hardware, software, and applications supporting many of the University's academic and administrative functions.

These include the Student Information System operated by the Registrar's Office, the Library Information System operated by the University Library, the Financial Information System operated by the Finance and Administration Department, in addition to the learning management system operated by the academic units. The IT Manager is responsible for overseeing the efficient functioning of these systems.

Libraries

Azm University Library is mainly responsible for managing library resources, organizing, maintaining, preserving and providing access to resources in all necessary formats to support the educational mission of the University. By capitalizing on innovative technologies with support from the IT Office, the library team shall work hand in hand with the Faculties to continuously respond to the users' changing needs and expectations by establishing solid collections and services, and constantly updating and optimizing them thereafter.

The library, situated at the third floor of the Main Building, has seats for 41 students or patrons; it enables the researchers to use four computers for internet search, printing, typing, and for using the OPAC and databases.

The following **databases** were available as part of trials:

Oxford Handbooks Online (OHO)
Taylor & Francis Online
Criminal Justice Abstracts with Full Text
Academic Search Ultimate
Business Source Ultimate

The library has developed its physical collection since its foundation. It is continuously developed and expanded to reach its maximum holding capacity.

The library offers the following to students, faculty, and visitors:

- A pleasant and quiet study environment
- Open stacks and borrowing services
- Printing and photocopying services
- Computer facilities
- Off-campus access to materials
- Citation, plagiarism and other workshops and training sessions
- Research and reference help

Library resources and use became part of a one-credit course (ASST 209 Library & Research) to assist students in their successful transition to university. The sessions were dedicated to the research process, searching skills, catalog, internet and databases use. Plagiarism and APA citation style were tackled.

AZM University Library Code of Conduct:

In order to provide a safe, respectful environment for individual study, research and learning, patrons who enter AZM University Library agree to abide by this Code of Conduct.

The library was established to provide direct support for the educational mission of the university through selecting, organizing, preserving, and disseminating information in all its formats. The Code of Conduct applies to all users of the University Library, including faculty members, students, staff, and visitors.

Related to COVID-19

1. Please respect the safety of staff and our other patrons; do not enter the Library if you are sick or experiencing symptoms of COVID-19, or have recently been in contact with someone who has a confirmed or suspected case.
2. Face coverings are required for all patrons, when in library premises.
3. Patrons are expected to respect the required physical distancing between parties when in library premises.
4. Patrons are expected to adhere to all signs and staff requests as related to the pandemic.
5. Staff may restrict patron use of library areas and services as required for cleaning or physical distancing.

General:

- Eating, drinking and smoking are not permitted in the Library premises.
- Certain beverages are allowed from containers with lids (water).
- Removing furniture or sitting on the tables is not permitted.
- Re-shelving library materials or putting them on the floor is prohibited. It is best to leave them on the tables. The librarian will shelve them later and put them in their right place.
- Careful use of library materials and property: Defacing or removing pages or bindings from books is prohibited. Leaving annotations on books is also non permissible.
- There are severe penalties for theft or mutilation of Library properties. Kindly, do not leave your properties unattended while in the Library.
- Chatting, Conversation, and group study are not allowed. Noise should be kept to a minimum in the library.
- Mobile phones should be silenced before entering the Library. Patrons using cell phones will be asked to step outside to avoid disturbing other patrons.
- Entering staff area is not allowed.
- Opening fire exits is only allowed in case of an emergency.
- Disruptive, disorderly, disrespectful, hostile, or harassing behavior directed towards other Library users or Library employees is prohibited.
- Patrons or library users have to respond to emergency and security gate alarms and other situations as instructed by staff, leave buildings at closing, and limit use of the library to authorized areas only.

Related to Collections and Equipment:

The Library user must assume full responsibility for all items borrowed on his/her card, returning or renewing them on time and responding promptly to any library notices: do not transfer or lend items borrowed on your card to others. The Library reserves the right to bill the library user for lost/missing/mutilated/defaced items, including a processing fee.

The following behaviors are prohibited:

- Concealing Library materials or equipment for the purpose of exclusive use.
- Failing to return or renew Library materials and equipment on or before their due dates.
- Others are not allowed to use nontransferable identification or student ID cards at the library.

Inappropriate use of library computers is prohibited:

- Damaging or altering computer equipment, systems or software
- Downloading or installing any program or files on the hard drive of any computer

Clearance must be obtained from the Library before graduation.

Patrons who violate this code of conduct will be asked to leave the Library, and repeated violation may lead to prohibiting access to it.

STUDENT ENROLLMENT DIVISION

General Statement

The University is committed to fostering an environment that is honest and fair in its dealing with its direct stakeholders, mainly students, faculty and staff. The University therefore seeks to emphasize the values of respect where it tries to safeguard the interest of its students and opts to mainstream ethical behavior and social responsibility. The University is also committed to inclusion and equity by providing leadership to students, faculty, and staff and ensuring a learning community free from discrimination and harassment.

The University's Office of Student Enrollment (Admissions and Student Affairs) has a collection of materials related to academic programs, students' activities and events. Students are encouraged to pass by and ask about students' activities and life on campus. Students are also encouraged to take full advantage of Azm University's cultural, social, athletic, career centers, as well as extracurricular opportunities designed to complement the University academic curriculum.

ADMISSIONS

The University seeks to admit well-rounded students with impressive personal and academic profiles. The University is intended to serve the Northern part of Lebanon, and welcomes students from other regions in order to maintain diversity across its student body.

The degrees offered at the University are officially registered with the MEHE. The University uses English as a medium of instruction. Hence, enrolled students are expected to be fluent in oral English, and should be comfortable in expressing their ideas and views in proper English.

Undergraduate Studies Admission

Students may apply for admission as sophomores or as transfer students to each of the three faculties:

- Architecture and Design
- Business Administration
- Journalism and Media Communication

Applicants should complete their application form and provide all the required documents for acceptance into the University. Admissions are primarily based on the students' academic records and the results of the University admission exam.

Freshman Admission

Students completing 12 years of schooling and doing one of the following programs: High School Program, AP program, IGCSE (O Levels), IB certificate or any other school leaving certificate (other than Lebanese Baccalaureate) can apply to the freshman program at Azm University.

The freshman program is a major-less year (2 regular semesters) whereby the student can take different courses and follow either a scientific track or a track in humanities. Once the student completes the freshman year, he/she is able to enroll in a specific major at the sophomore level based on his/her average or GPA.

Eligibility

- Lebanese students who have completed their studies in Lebanon **are not entitled** to apply to the freshman program.
- Lebanese students who studied outside Lebanon (for at least 3 years) are allowed to apply to the freshman program.
- Lebanese students' holding another nationality that have completed their studies in Lebanon or abroad are eligible to apply to the freshman program.
- Non-Lebanese students who have completed their studies in Lebanon or abroad are eligible to apply to the freshman program.

Eligible Lebanese students applying for the freshman program must obtain "permission" (السماح بمتابعة الدراسة حسب المنهاج (الأجنبي) from the MEHE prior to enrollment.

The freshman program requires completion of 30 credits, whether or not the student remains in the major or shifts to another major. After that, Lebanese students need to apply and acquire equivalence (معادلة) from the MEHE in order to move to the sophomore class. For more info concerning the above, please refer to the Ministry's website:

<http://www.mehe.gov.lb/Templates/Internal.aspx?PostingId=26>

Sophomore Admission

Applicants holding the Lebanese Baccalaureate or the French Baccalaureate may apply to the Sophomore class in the three Faculties.

Applicants holding the International Baccalaureate Diploma, the German Abitur or the GCE in the required subjects (a minimum of 5 different subjects at least two of which are at the advanced level (or its equivalent), not including Arabic) may also apply to sophomore classes.

Entrance Exam (Architecture program only)

As per the MEHE regulations, applicants to the Architecture program are required to abide by the following:

- Holders of the Lebanese Baccalaureate in Sociology and Economics and holders of Lebanese Technical Baccalaureate are required to take remedial courses in Math and Physics (6-9 credits).
- Holders of the Lebanese Baccalaureate in General Sciences and Life Sciences must sit for an entrance exam in Math and Physics to assess their level. Depending on the exam results, students may either be waived from or requested to take either one or both of Math and Physics remedial courses.

Types of Admissions

The University offers two admission types for undergraduate students:

- Early Admission
- Regular Admission

Early Admission

For applicants seeking to register in the Fall semester and who should complete their applications by April 2021

Decisions on early admission applications are made by the end of May 2021. The applications of students who apply for but are not granted early admission will be automatically placed in the pool of all other regular applicants to the same level and will be given equal consideration.

Regular Admission

Regular admission applicants can choose to apply to either the Fall semester or the Spring semester.

Application Requirements and Procedures

Undergraduate students need to complete the application form and submit it to the Admissions Office with the following documents:

- Admissions application
- Certified photocopy of the Lebanese Secondary School Certificate (or its equivalent)
- Photocopy of identity card or passport
- Single civil status record
- Family civil status record
- NSSF or private insurance certificate
- 3 recent passport-size color photos
- University Transcripts/ Course description (in case of transfer. Grades must be stamped and sealed
- High school grades (Last three years)- Grades must be stamped and sealed
- A non-refundable application fee of \$100
- Statement of residency

Documents must be original and remain the property of Azm University whether the student is accepted or rejected.

Other important considerations:

- Students holding the Lebanese Secondary School Certificate in Sociology and Economics must take additional courses if accepted in the Faculty of Architecture.
- Students of the Lebanese Secondary School Certificate in Literature and Humanities must take additional courses if accepted in the Faculty of Business Administration.

National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF is mandatory by law for all Lebanese students excluding students who are older than 30 years and Non-Lebanese students.

Students are required to bring the following items when registering for the NSSF:

- An appropriately filled social security application form. Copies of this form will be available for distribution at the time of registration to students who have not yet completed it
- A photocopy of the Lebanese identity card
- NSSF number if already registered
- The NSSF number of their parent if insured with the NSSF through father or mother
- Family record is required of married students only

Passports and Visas

From the date of joining the University, all foreign students must have passports valid for a period not less than 13 months. Foreign students should also secure an entry visa to Lebanon from the Lebanese embassy or consulate in their country.

Payment of Fees

All students must finalize payment of tuition and other charges, by the announced deadlines after registration.

- The statement of fees for tuition and other University charges is issued directly to students at the beginning of each semester. Payment is made during the following week or under a special deferred payment plan.
- Payment should be made by a certified bank check or banker's check payable as a cash deposit in the University's Bank Accounts.

Tuition

Tuition for the academic year 2019-2020 is as follows:

Faculty	Degree	Study Years	# of Credits	Credit Price
Business Administration	BBA	3	96	\$ 200
Architecture	BARCH	5	170	\$ 300
Journalism and Media Communication	BA in Journalism and Media Communication	3	96	\$ 200

Deferred Enrollment

Students who are offered admission for the Fall semester and would like to defer their acceptance till Spring semester of the same academic year, pending availability of places, may apply for deferral by submitting a petition at the Admissions Office.

Financial Aid

Financial aid and scholarship will be dedicated to helping students by removing financial barriers for those seeking education opportunities at Azm University.

Eligibility

- Sibling
- Children of officers (armed forces)
- Top students in official exams
- Top students in class
- Recognized athletics skills
- Work study program

Source

- Azm and Saade Association, needs based

(Quard al Hassan)

- Azm University, performance based
- Other sources

Conditions

In order to maintain the Azm University financial aid, the student should register a minimum of 12 credits per semester. The student has to maintain a minimum cumulative GPA of 70 in the semester. In some cases, students may be required to maintain a higher GPA to keep their financial aid. Students are asked to inquire about the conditions affecting them.

STUDENT AFFAIRS

The Student Affairs Office

The Student Affairs Office is dedicated to aid with the students' development of intellectual, social, physical, psychological, and cultural talent in an environment that promotes diversity, tolerance, civic and moral responsibility, local and global awareness, psychological, and emotional wellbeing. Students are encouraged to participate in extra and co-curricular activities.

Ultimately, the Student Affairs Office will be crucial to the creation of an environment that is conducive not only to learning, but also to an engaged and active student life at the University. Given that the University will likely take on a diverse body of students from the region, many of whom may have had little exposure to cultural differences, the Office will strive to foster an atmosphere of tolerance that will breed the intellectual freedom and openness envisioned by the University.

The University is committed to support a wide array of activities within and outside the University. Off campus activities include athletic and cultural trips, while on campus activities include the establishment of clubs and involvement in University affairs through the student representative committee.

Campus Life and Extra-Curricular Activities

On Campus Activities

Clubs

University students have the right to establish student clubs as part of their extracurricular activities. Students are expected to join one or more of the existing clubs. Students that enroll in the club before the set deadline will be considered as voting members, while students enrolling after the deadline will be considered as participatory members, with no voting rights to nominate officers, or to attend cabinet meetings.

The faculty adviser, who is chosen by cabinet members in consultation with the Student Affairs Office, shall attend cabinet meetings when possible in order to assist in the planning and implementation of its program of activities, approve financial requests, and approve the semester and annual reports before submission to the Student Affairs Office.

Student Representation

The student council (cabinet) will be elected from student representatives from each faculty who act in the best interest of the student body and the University as a whole. Members of the committee shall be elected by the respective classes in the various faculties of the University.

The duties of the council include communicating to the students any information on Faculty issues and expressing their views and opinions on such issues, promoting and coordinating social, recreational, and cultural activities, studying problems of faculty-wide interest and submitting recommendations for their solution to proper authorities and electing a student representative to the various committees in the faculties of the University.

The officers of the council shall be the president, the vice president, the secretary, and the treasurer. They shall be elected by the committee by a plurality vote.

Athletics

The University encourages and supports activities related to athletics given its commitment to a healthy and clean environment for its students.

Off Campus Activities

The University seeks to support events outside its premises that are impactful in relation to the students' extra-curricular activities.

In some cases, the University faculty and staff, under their official capacities, may arrange for various types of off-campus activities such as instructional related trips, field and demonstration trips, recreational, and athletic trips. University faculty and staff will be designated and authorized by the University to perform such roles in order to assure appropriate liability protection for their acts and will in turn, be acting as sponsors or instructors of the field activity.

The University also supports and encourages activities related to athletics given its commitment to promoting a healthy and leadership ecosystem for its students.

Career Services

The Student Activities Senior Specialist offers students career counseling and assistance in job search. The Student Affairs Office assists students in conducting job searches and securing employment. Tips on how to write a CV and mock interviews related workshops are also offered. The Office also hosts an Annual University Career Fair and open days.

Counseling

The University seeks to offer assistance to students who are facing personal or educational problems. The Student Affairs Office therefore seeks to allow students to make the most out of their college experience on all levels including the personal, intellectual, vocational, social and physical by providing professional counseling services to students. Professional male and female counselors are present to address all problems that may be faced by the students including stress, study skills, substance abuse, and personal problems.

Health Insurance

It is imperative that all students registered on a full-time and part-time basis at the University have health insurance. The Accountant will take the initiative to provide Health Insurance coverage at a specified fee, which will be added to the student's tuition Fee. The health insurance provided by the University can be waived and fees reimbursed only if the Student provides proof of insurance within the first week of each semester. Health insurances are issued at the beginning of each semester and are valid till the end of September.

Accident Insurance

All students are insured against accidents that may occur on or off-campus during any University approved / organized activity.

University Infirmary

The University Infirmary provides primary health care and first aid services to the students, faculty and staff. General practice physicians are in charge of the infirmary. Serious medical problems and accidental injuries are referred to the

nearest hospitals around the campus and are covered by health insurance plans. Students are insured against injuries that occur on campus. Insurance forms may be obtained from the Student Activities Senior Specialist.

Student Code of Conduct

The University aspires to instill in students' minds high academic and ethical principles. The University expects students to adhere to norms of academic integrity that accord with those of accepted international scholarly practice and professional ethics. Students should speak and act with due regard to the rights, dignity, and freedom of others, whether within the academic context of the classroom and laboratory, or within the context of co-curricular life and social and recreational events.

The University does not tolerate any form of discrimination or harassment, breach of academic integrity, or infringement of ethical standards of conduct. By applying for and accepting admission at the University, students accept its regulations and acknowledge the right of the University to take disciplinary action for conduct judged to be in violation of the applicable University rules and regulations, and in particular of the Student Code of Conduct.

Jurisdiction

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Identification Card (ID)

All students, faculty and staff must obtain and carry the University Identification Card (ID) at all times while on campus. The card is primarily used for identification, for verification of student/personnel status, and for using University services such as the library, gymnasium, and participating in University sporting and social events, and other related services. The card may be obtained from the Admissions Office during the first month of the semester.

Publicity and Posting Policy

All public notices or publicity material posted on campus property shall be approved and stamped by the Student Activities Senior Specialist prior to posting.

Bulletin Boards

Designated bulletin boards are located across campus and within buildings. Bulletin boards will carry notices and posters about events happening on campus. Approval for posting on bulletin boards is required in advance from the Student Affairs.

Information Desk

An information desk is located at the entrance of the University and within every faculty. The information desk is operated by student employees and seeks to assist current students.

Cafeteria

The University Cafeteria serves, in a very friendly environment, healthy, hot and cold meals and sandwiches at breakfast and lunchtime. A refreshment kiosk will be located in the newly established students' green area on campus.

Computer Laboratories

Computers labs are conveniently located across the University, specifically in the Faculty of Business Administration, Faculty of Architectures, Faculty of Journalism and Media Communication, and libraries.

Electronic Mail Communications

Students are provided with one official computer account that is used to access electronic mail. This address may be obtained from the IT Department.

UNIVERSITY ACADEMIC INFORMATION

Categories of Students

Full-Time Students: Students registered for a minimum load of 12 credits per semester are considered to be full-time students.

Part-Time Students: Students who need fewer than 12 credits to complete work for an undergraduate degree are considered part-time students. In addition, any student granted permission by the appropriate faculty committee for reasons such as health and/or family problems that may influence academic performance of the student.

Degree Students

Degree students are categorized as follows:

<i>Category</i>	<i>Credit Hours Completed</i>
Freshman (1st year)	0 – 29
Sophomore (2nd year)	30 – 59
Junior (3rd year)	60 – 89
Senior (4th year)	90 – 119
5th year	120 & above

Auditing Courses Students: Students who are interested in attending classes without receiving credit hours are considered auditors of a course.

To audit a course, the student should:

- Register as an auditor by filling an application to audit a course. The application is available at the Registrar's Office
- Have obtained the Bacc. II degree, or equivalent, to audit an undergraduate course
- Obtain approval from the instructor of the course
- Obtain approval from the Dean of the faculty offering the course

Restrictions on course audits:

- Applicants are not eligible to audit laboratory, studio, or seminar courses
- Applicants are not permitted to register until after registration of regular students is complete and enough capacity is available in a specific course
- The University does not grant academic credit or recognition for such work
- Audit credits do not appear on a student's transcript

Transfer Students from other institutions

- Students transferring to Azm University must be in residence their last two semesters completing no less than 30 major credits and complete, in total, no less than 50% of all courses from the curriculum.
- Only courses with a grade equivalent to 70 and above are eligible for transfer.
- Transfer courses are noted on the transcript as "TR" and are not included in the GPA computation.

Attendance

I- Classes and Laboratories

Students are required to attend all classes, laboratories, or required fieldwork. A student is responsible for making up any missed work, material, or announcements that are made during his/her absence.

The course instructor has the right to drop any student, during a semester, if he/she misses more than **one-fifth** of the sessions of the course. The course instructor will mention in his/her syllabus that attendance will be taken.

Students who withdraw from a course will receive a grade of "W" and those who dropped for excessive absence from a course will receive a grade of "FA".

Students have the chance to withdraw from registered courses, provided that their credit load during the semester does not drop below 12 credits. A student can withdraw, or be withdrawn, from a course before the beginning of the reading period.

II- Examinations and Quizzes

If a student misses an announced examination or quiz, he/she must present an excuse that is considered valid by the instructor of the course. The course instructor will then require the student to take a make-up exam, unless otherwise stated in the course syllabus. All make-ups must be held before the final grade of the course is issued at the end of the semester. If a student's excuse is related to a health issue, then a medical report should be presented. If any inquiry about the validity of an excuse presented by the student exists, the matter should be referred to the appropriate faculty committee.

Academic Advisers

Every student will be assigned an academic adviser who is responsible for mentoring him/ her throughout his/her academic years. The adviser shall be appointed by the Dean of the Faculty and shall aid the student in his/her course selection.

University General Education Requirements

The General Education (GE) Requirements are intended to expose students to a range of intellectual experiences during their stay at the University.

In addition to required courses in academic majors and possible concentrations in specific fields, all students must satisfy the GE Requirements by taking a certain number of credits from the list of accredited GE Courses.

English Proficiency

English language proficiency is a must for students attending the University and is a requirement for graduation. Grading schemes for papers such as essays, examinations, or projects will incorporate the quality of writing, which will ultimately affect the final grade of the course.

Students who are admitted without having met the English Language Proficiency Requirements are required to take the Intensive English course, as discussed earlier.

Plagiarism

Plagiarism is when one puts his/her name on any piece of work that is not his/hers, unless the work from which one has borrowed is fully identified and referenced. Consequently, if a student fails to appropriately credit ideas or material taken from another work he/she will be committing plagiarism. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action.

Courses

I- Course Loads

All full-time students must carry a minimum load of 12 credits per regular semester. All issues concerning students wishing or forced to reduce their credit load to less than 12 credits must be referred to the appropriate faculty committee.

Students can normally register for up to 18 credits per semester. If a student wishes to register for more than 18 credits, he/ she must file a petition to his/her appropriate Faculty committee and must:

- Have completed a minimum of 30 credits,
- Not be on probation, and
- Have a GPA \geq 80

II- Repeating Courses

If a student fails a required course, he/she must repeat it as earliest as possible. The maximum number of times that a course can be taken is three times, including withdrawals from the course. For the purpose of calculating the cumulative average, the highest grade is taken into consideration. All course grades will remain in the student's permanent record.

Withdrawal from Courses

Students are allowed to withdraw from only one required course per semester. If a student wishes to withdraw from more than one required course in any given semester, he/she must petition the appropriate faculty committee for permission. Students can withdraw from elective courses, but may not go below a total course load of 12 credits per semester, and must make sure to do so by the withdrawal deadline. Students receive a grade of W for the course that is withdrawn.

Grades

I- Grading System

The following grading system is used by Azm University

The Semester Average is calculated by multiplying the grade for each course by the number of credits for the course, then dividing the sum of the results by the total number of credits.

Cumulative Average	GPA	Cumulative Average	GPA	Cumulative Average	GPA	Cumulative Average	GPA
60	0	67	1.86	75	2.73	83	3.46
60	1	68	1.98	76	2.82	84	3.54
61	1.13	69	2.09	77	2.92	85	3.63
62	1.26	70	2.2	78	3.02	86	3.7
63	1.38	71	2.31	79	3.11	87	3.78
64	1.5	72	2.42	80	3.2	88	3.86
65	1.63	73	2.52	81	3.29	89	3.93
66	1.74	74	2.62	82	3.38	90	4

I	Incomplete	F	Fail
P	Pass	FA	Fail due to Absence
AU	Audit		
IP	In Progress		
W	Withdraw		

II- Change of Grade

Students have the right to have access to their corrected exams, including final exams, and to request review of their exams in case they feel that mistakes have been made in corrections or in calculating the grades. A student can request to review his/her course grade within one week of the date of the posting of course grades.

III- Incomplete Grade

If a student receives an incomplete grade on a course, he/she must petition or submit a valid reason for missing the work to the appropriate Faculty committee within two weeks of the date of the scheduled final exam in order to obtain permission to complete the course.

Once permission is granted, the coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

Dean's Honor List

To be placed on the Dean's Honor List at the end of a given term, a student must:

- Be registered for a minimum load of 15 credits
- Have passed all the courses of the term and attained an overall average in the required courses of 85 or more
- Not be subjected to any disciplinary action within the University
- Not be on probation

Registration

I- Requirements

Before starting the registration process, new students must ensure that all requirements for registration have been met, particularly those that have been listed in the admission letter issued by the Admission Office.

The students should follow the steps listed in the Registration Guide that is posted on the web and is included in the admissions package sent to them. Students can introduce final adjustments to their schedules during the add/drop period. The add/drop period normally extends for one week after classes start.

II- Credit Transfer for transfers from one Faculty to another within the University

Students may apply for transfer from one Faculty to another after meeting the requirements of the Admissions office.

Final admissions decisions into another Faculty depend on the quality of the eligible applicant pool and the number of available places for the term in question.

Disclosure of Student Records

Without prior written consent from the student, the University may disclose routine information about the student, limited to the following items:

- Student's name
- Degrees received
- Major of study
- Awards received
- Participation in officially recognized activities and sports

With the exceptions specified, all other requests about student information, including academic records, will need written consent from the student. This consent must specify the information that is to be disclosed, state the purpose of the disclosure, and provide the names and addresses of the individuals or institutions to which disclosure is to be made.

Exceptions to the above where the University may disclose information, including information on academic records, without prior written consent of the student include:

- Request from officers of other educational institutions where the student seeks to enroll (in such cases the student is given, upon his/her request, a copy of the information sent to the institution)
- Academic officers, academic advisers, and faculty members within the University
- Parents of a dependent student
- In compliance with a judicial order
- Financial aid services for which the student has applied or which the student has received

Probation

I- Placement on Academic Probation

A student is placed on academic probation in the semester immediately following the semester in which the he/she has earned the grades leading to that placement, when:

- The student's overall average is less than 65 at the end of the second regular semester.
- If the semester average is less than 66 at the end of the third or fourth regular semester.
- If the semester average is less than 70 in any subsequent semester.

For evaluation purposes, the minimum number of credits at the end of the second regular semester at the University should be 24, including all repeated courses, and 12 in each subsequent fall or spring semester, including all repeated courses. If the number of credits taken in any one regular semester is less than 12 (for approved reasons), courses/credits taken during that semester are counted toward the semester average of the next regular semester. Credit for incomplete courses will be included in the semester in which the incomplete courses were taken. The evaluation for that semester will be carried out as soon as the grades for the incomplete courses have been finalized.

II- Removal of Probation

If a student attains a semester average of 66 or more in the third or fourth regular semester, or a semester average of 70 or more in any subsequent regular semester, the probation is removed in the semester following the one in which the grades improved.

Probation should be removed within two regular semesters after the student is placed on probation, or when the student completes his/her graduation requirements.

Dismissal and Readmission

I- Dismissal

A Faculty may dismiss a student for any of the following reasons:

- If he/she does not clear his/her academic probation within two regular semesters after being placed on probation
- If his/her overall average is less than 60 at the end of the second regular semester
- If he/she is placed on academic probation for a total of four regular semesters even if he/she is attending his/her final year at the University
- If the student, for professional or ethical reasons is deemed by the faculty or University unworthy to continue.

II- Readmission

A student shall be given the chance for readmission only after spending a year at another recognized institution of higher education. The student should be able to present a satisfactory record and recommendation. Exceptions may be made for students who left the University for personal or health reasons.

Transfer credit is considered after Faculty evaluation of a student's coursework. Those seeking readmission should fill the "Application for Readmission" form.

Graduation

I- Requirements

A. Degrees are awarded three times a year, at the end of:

1. Fall semester
2. Spring semester
3. Summer term

Students expecting to graduate must apply for graduation at the Registrar's Office by the deadlines specified by the office.

- B. Students expecting to graduate are required to submit an application for graduation one semester prior to the graduation date, according to the deadlines set by the Registrar's Office. Students must meet the general requirements, in addition to those set by the major, in order to receive a bachelor's degree.
- C. Students who enter Azm University with the Lebanese Baccaureate or equivalent official certificate of the Lebanese Baccaureate and who are admitted to the sophomore class are required to complete a minimum of 96 credits, excluding freshman level and remedial courses.

II- Minimum Number of Credits and GPA Requirements

- A. A minimum cumulative GPA of 70 is required in all the courses taken at the university. Transfer students will be given credit for all the transferable courses. Only courses taken at Azm University will be counted in the students' GPA.
- B. A minimum cumulative GPA of 70 in major courses is required.

III- Second and Minor Degrees

A second degree refers to a degree pursued concurrently with the first declared degree program. A minor degree refers to a degree pursued after graduating in the first degree program.

1. Second Degree

A student pursuing a bachelor's degree may earn a second bachelor's degree upon the successful completion of all the major requirements of the second degree pursued. Students must earn all the core credits and major credits requirements for the second degree. Two degrees/diplomas will be conferred upon the completion of the requirements of the two programs.

2. Minor Degree

A student in good academic standing may apply to the Registrar's Office to enroll in a minor degree program, in any school, after completing major credits requirements in the declared major. At graduation, a student must satisfy the university requirements of the CGPA and the major GPA of the two degrees.

II- Names on Diplomas and Degrees

Names on diplomas and degrees are spelled exactly as they appear on passports or identity cards. Names of Lebanese students should include first name, father's name, and family name, according to the Lebanese MEHE. Names on University diplomas and degrees appear both in Arabic and English. If a name on a passport or an identity card does not appear in both languages, then the name that does not appear in one language will be spelled on University diplomas and degrees according to the personal preference of the student.

III- Graduation with Distinction

Students who complete the last two years of study with a general average of 85 and up to 89 in all courses, including repeated courses, and who are recommended by their faculties, are awarded their degree with "distinction". Students with a general average of 90 or above, including repeated courses, and who are recommended by their faculties, are awarded their degree with "high distinction".

Recognition of University Degrees by the Lebanese Ministry of Education and Higher Education

The Lebanese MEHE recognizes all degrees awarded by the University provided students are admitted on the basis of the Lebanese Baccalaureate, or its equivalent, as determined by the Lebanese MEHE.

Once the students receive their degrees from the University, they are responsible for ensuring that the degrees are appropriately evaluated at their home country's governments.

Tuition Fees, Expenses, and Withdrawal Information

The University has the right, at any time, to change any or all fees without prior notice. These changes will be applicable to all students who are currently registered with the University as well as to new students.

Students are required to settle all fees at the beginning of the term, unless a special arrangement has been made with the Accountant. All fees are quoted in Lebanese pounds and US dollars.

In the case where a student fails to meet all financial obligations to the University by the appropriate due date, the University has the right to place a hold on the student's record that prevents registration for future semesters and the release of transcripts and diplomas, and also prevents access to other University services.

It is each student's responsibility to be informed of all registration and fee payment dates and deadlines. Up-to-date schedules for registration and payment of fees are available through the Registrar's Office and the University Academic Calendar.

Fees and Expenses

- All students are required to pay their tuition fees and other University fees by the deadline indicated in the University Academic Calendar.
- All students have access to their tuition fees through the University website.
- Students who fail to pay their tuition fees within the normal deadline will be permitted to settle their payment during a late payment period that follows the regular period and is subject to a late payment fee of 100,000 LBP.
- Sponsored students, staff dependents, and student staff members should contact the Finance and Administration Office before the payment deadline in order to finalize their registration.

Deferred Application

Students who demonstrate financial need must formally submit an application at the Finance and Administration Department or deferred payment arrangements for tuition fees.

Deferred payments are not considered as a student's right and are only agreed to under special circumstances:

- Applications for deferred payment arrangements are reviewed by the Finance and Administration Office, who is responsible for administering all deferred payment arrangements.
- Students applying for deferred payment must pay at least 50 percent of the total amount of their tuition. All other charges must be paid in full with no deferrals. Should the student's application be approved, the student must pay the balance of the tuition, and an interest of 1 per cent per month on the deferred amount.
- All payments must be settled by the announced deadlines.
- If a student is given a deferred payment arrangement, he/she must sign a statement indicating agreement that failure to complete payment by the set deadline will result in not receiving any credit for the semester in which the student has defaulted on payment.
- Due dates are not extended nor are late payment fees waived for any reason.

Withdrawals

If a student withdraws for justifiable reasons after registration, fees are refunded according to the following schedule for the fall and spring semesters:

Tuition Refunding Schedule- Withdrawal

Tuition Refunding Schedule- Withdrawal	
•Before Official start of classes:	100% of full tuition and other fees
•During first week of classes	75% of tuition
•During second week of classes:	50% of tuition
•During third week of classes:	25% of tuition

PROGRAMS

Azm University offers the following Undergraduate Programs:

Faculty of Architecture and Design

- Bachelor of Architecture (BArch)

Faculty of Business Administration

Bachelor of Business Administration (BBA)

Business with Emphasis in:

- Accounting
- Finance
- Management and Entrepreneurship
- Marketing and Retail
- Human Resources
- Economics
- Technology and Operations Management

Faculty of Journalism and Media Communication

- Bachelor of Arts in Journalism and Media Communication

FRESHMAN PROGRAM

“Freshman Arts” students are those admitted to the Bachelor of Arts programs, and “Freshman Science” students are those admitted to the Bachelor of Science programs. However, freshman students in Interior Design or Business majors can elect to complete either set of requirements.

Program Objective

The Freshman Year program prepares students to pursue higher education within the requirements defined by MEHE. Students are placed in an English course depending on their English entrance exam results (SAT, TOEFL, etc.). If a student is placed in **Intensive English courses**, s/he needs to compensate for the corresponding credits by taking an additional course from the list of Humanities/Social Sciences courses listed below. If a student is placed into a **higher-level ENGL** course, s/he can compensate for the corresponding credits by taking two additional courses from the list of Humanities/Social Sciences courses listed below or by taking one course from this list and another from the “Elective courses” listed below.

FRESHMAN ARTS (30 REQUIRED CREDITS IN TOTAL)

I- Mandatory Courses (9 cr.)

ENGL 101	Freshman English I (3 cr.)
ENGL 102	Freshman English II (3 cr.)
MATH 107	Business Math (3 cr.)

II- Humanities and Social Sciences (12 cr.)

Humanities (min 3 cr.)

ARAB 101	Essay Reading and Writing (3 cr.)
PHIL 101	Introductory Philosophy (3 cr.)
HSTR 101	History of Lebanon (3 cr.)

Social Sciences (min 3 credits):

ECON 101	Economics (3 cr.)
BUSS 101	Introduction to Business (3 cr.)
LEGL 102	Introduction to Politics (3 cr.)
PSYC 101	Psychology of Well Being (3 cr.)

III- Natural Science Courses (3 Credits)

NUTR 101	Principles of Nutrition (3 cr.)
BIOG 101	Introduction to Biology (3 cr.)
PHYS 101	Introduction to Physics (3 cr.)
CHEM 101	Introduction to Chemistry (3 cr.)

IV- Elective Courses (6 Credits)

MDIA 109	Introduction to Music (3 cr.)
ARCH 108	Color and Painting (3 cr.)
ARCH 110	Photography (3 cr.)
MDIA 101	Introduction to Media Studies (3 cr.)

FRESHMAN Science (30 REQUIRED CREDITS IN TOTAL)

I- Mandatory Courses (21 credits)

ENGL 101	Freshman English I (3 cr.)
ENGL 102	Freshman English II (3 cr.)
MATH 110	Calculus and Analytical Geometry I (3 cr.)
MATH 111	Calculus and Analytical Geometry II (3 cr.)
CHEM 101	Introduction to Chemistry (3 cr.)
BIOG 101	Introduction to Biology (3 cr.)
PHYS 101	Introduction to Physics (3 cr.)

II- Humanities and Social Sciences (6 cr.)

Humanities (min 3 cr.)

ARAB 101	Essay Reading and Writing (3 cr.)
PHIL 101	Introductory Philosophy (3 cr.)
HSTR 101	History of Lebanon (3 cr.)

Social Sciences (min 3 credits):

ECON 101	Economics (3 cr.)
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BUSS 101	Introduction to Business (3 cr.)
LEGL 102	Introduction to Politics (3 cr.)
PSYC 101	Psychology of Well Being (3 cr.)

III- Elective (3 credits):

MDIA 109	Introduction to Music (3 cr.)
MDIA 108	Color and Painting (3 cr.)
ARCH 110	Photography (3 cr.)
MDIA 101	Introduction to Media Studies (3 cr.)

Official Freshman Courses Descriptions:

ENGL 101 Freshman English I (3 cr.)

This course focuses on building strong foundations for the use of the four skills of reading, listening, speaking, and writing. It is designed to help learners develop and apply these skills in order to progress in their English language acquisition. Through extensive material and practice, learners will be guided to communicate better in English. They will experiment with a variety of listening material, reading texts, paragraph writing and editing, and speaking opportunities. This is more of an experiential-learning based communicative skills building course in which learners will be given ample time and chances to get comfortable in their efforts to familiarize themselves with the English language.

ENGL 102 Freshman English II (3 cr.)

This is a rigorous course that focuses on the skills of reading, listening, speaking, and college level writing. It is designed to help learners to read and understand a variety of texts and develop their fluency in the English language. As this is more of a communicative skills enhancing course, learners will extensively indulge in experimenting with and experiencing the English language.

MATH 107 Basic Math (3 cr.)

This freshman-level course is for students who want to enroll in the Business School. This course helps students develop the mathematical skills they need to understand and deal with the different concepts in their studies in business and economics. Among the different topics covered in this course are the differences between linear and non-linear functions and equations, solving simultaneous equation systems, learning the basic rules of differentiation and integration, and recognizing the use of exponential and logarithmic functions.

MATH 110 Calculus and Analytical Geometry I (3 cr.)

This course covers different topics such as Rolle's theorem; integration with application to area, distance, volume, arc-length; Limits, continuity, differentiation with application to curve plotting; fundamental theorem of calculus, and transcendental functions.

MATH 111 Calculus and Analytical Geometry II (3 cr.)

This is a more advanced freshman course that helps students understand, among other topics, the methods of integration, improper integrals, polar coordinates, conic sections, analytic geometry in space, parametric equations, and vector functions and their derivatives. Prerequisite: MATH 101.

CHEM 101 Introduction to Chemistry (3 cr.)

This is an introduction course that covers topics such as atomic structure, chemical bonding, gases, stoichiometry, aqueous solution, chemical kinetics, and chemical equilibrium.

BIOG 101 Introduction to Biology (3 cr.)

This is a general introductory course that covers basic biological concepts with emphasis on human biology.

PHYS 101 Introduction to Physics

This course introduces students to the basic concepts of measurements, motion in one dimension, motion in two dimensions, circular motion, vectors, Newton's laws with applications, work and energy, linear momentum and collisions, rotation and angular momentum, oscillations, gravity, and elements of fluid mechanics. Pre- or co-requisite: MATH 101.

NUTR 101 Principles of Nutrition (3 cr.)

This introductory course deals with human nutrition and its relationship to health. Among other topics, this course covers the different sources of nutrients, the essentials of an adequate diet, and how to meet the nutritional needs of various age groups.

ARAB 101 Essay Reading and Writing (3 cr.)

This course focuses on essay reading and writing and provides a necessary review of the fundamentals of Arabic language grammar rules. Students will receive ample training on literary analysis and essay writing skills through a wide range of selected readings that represent different types of essays.

PHIL 101 Introduction to Philosophy (3 cr.)

This is an introductory course that sheds light on the major issues and outlooks in ancient, modern, and contemporary philosophy.

HSTR 101 History of Lebanon (3 cr.)

This course provides an overview of the situation of Lebanon extending from World War I to the proclamation of independence. It covers a wide variety of related topics extending from the French mandate until the modern history of Lebanon in relation with the history of other Arab countries such as Egypt, Syria, Palestine, and Saudi Arabia.

ECON 101 Economics (3 cr.)

This course is a survey of main areas of economics. It introduces students to national income accounting, market mechanisms and structures, the banking and monetary systems, public finance, foreign trade, economic systems, growth and development, economic fluctuations, and economic policies.

BUSS 101 Introduction to Business (3 cr.)

This introductory course to the world of business covers general topics such as basic business functions and their interrelationships, accounting, finance, management, marketing and economics.

LEGL 102 Introduction to Politics (3 cr.)

This is a general freshman-level course that introduces students to the principal concepts of political science. Students are introduced to the major political ideas and behaviors and governing institutions.

PSYC 101 Psychology of Well Being (3 cr.)

In this freshman-level course, students are introduced to general psychological perspectives that deal with the human mind and behavior. Among the different topics that this course deals with are thought, emotion and behavior, mental health, performance enhancement, self-help, and many other areas affecting health and daily life.

MDIA 109 Introduction to Music (3 cr.)

This course sheds light on the different musical practices during important music periods in Middle Eastern and Western civilizations.

ARCH 108 Color and Painting (3 cr.)

Color plays an important role in our lives, and everyone interacts with it on a daily basis. Color conveys visual information, and can affect us physically as well as psychologically. Understand more about color, color theory, composition, and how you can use it, experiment and explore in an informal studio environment with students from a

variety of disciplines. Also, this course aims to extend students painting skills, idea generation and cultivating originality, painting movements, develop their art and critical practices, broaden their understanding and abilities to make and discuss art. By the end of this course, students will present their painting portfolio.

ARCH 110 Photography (3 cr.)

This course is designed for students who may have very little or no experience with photography. The course will provide students with a basic understanding of the essential principles and practices of the photography. Students will focus on digital imaging techniques and the use of photography as a fine art and visual language. Students will be informed in the basic principles of photography to ensure a confident foundation for further development and experimentation within the practice of photography as it relates to their own area of study. Field trips may be required.

MDIA 101 Introduction to Media Studies (3 cr.)

This course aims to introduce students to the history and current structure of the key media sectors within which they will develop careers. The course seeks to deliver core knowledge about the changing economic, political and technological environments within which media content is produced and consumed; and to expose students to experienced practitioners in a range of media sectors.

The English Language Proficiency Requirement (ELPR)

The Intensive English Language Program (IELP) is an academic English language and study skills program. It constitutes a set of rigorous levels that provide learners with ample opportunities for effective language acquisition and development in the different communicative skills. The IELP also helps learners develop the academic and study skills they need to progress to their university undergraduate program.

Structured to address individual learners' needs and to accommodate differentiated instruction, the different levels of the program help the learners experience the English language in a variety of ways that also enhance their learning skills.

For instance, learners will be taught how to read with a purpose and will experiment with a variety of texts. Also, in their language lab sessions, they will be able to develop their academic writing skills as they edit their work and other learners' work and become more aware of their respective language challenges. In the computer lab, learners will be able to develop their listening and pronunciation skills, and in their in-class projects, they will develop their oral presentation techniques. Moreover, substantial on-line applications supplement classwork to help improve the learners' understanding and use of English grammar and vocabulary.

In addition to these levels and experiences, obligatory bespoke English language one-to-one consultations are offered in the recently established Listening and Speaking Laboratory where instructors help learners tackle problems in pronunciation, presentation skills, writing, comprehension, and others.

All students must demonstrate, prior to enrollment, a level of English proficiency given that the language of instruction in all programs is English. The scores for each of the acceptable tests are as follows:

Exam	Grade	Course code	Course Name
IELTS	6	ENGL 201	English Communication Skills I
Azm EEE	70 and Above	ENGL 201	English Communication Skills I
	60-68	ENGL 101	Freshman English I
	50-58	ENGL 003	Intensive English III
	40-48	ENGL 002	Intensive English II
	≤ 39	ENGL 001	Intensive English I
TOEFL (IBT)	66-79	ENGL 201	English Communication Skills I
New SAT Writing	23-26	ENGL 201	English Communication Skills I
	21-22	ENGL 101	Freshman English I

Intensive English Courses

ENGL 001 Intensive English I (9 cr.)

This course aims at introducing learners to the basic structures of the English language and providing them with continuous support to develop the four skills of listening, reading, speaking, and writing.

Learning Outcomes:

At the end of this level, learners shall be able to:

- analyze and explain simple beginner to lower-intermediate level texts,
- demonstrate the ability to conduct simple conversations about basic matters,
- demonstrate the ability to write short narrative, descriptive, and process paragraphs with minimal grammatical and mechanical errors.

ENGL 002 Intensive English II (9 cr)

This course focuses on strengthening individual learners' foundations for the use of the four communicative skills. It is designed to help learners further develop and apply the basic skills they will need to progress in their English language acquisition.

Learning Outcomes:

At the end of this level, learners shall be able to:

- analyze and explain lower-intermediate to intermediate level reading material,
- demonstrate the ability to conduct comprehensible conversations and deliver basic presentations,
- demonstrate the ability to write and edit comparison, contrast, cause, and effect paragraphs with minimal grammatical and mechanical errors.

ENGL 003 Intensive English III (9 cr.)

A major focus of this course is to help learners develop the language and communicative skills needed to express the main functions used in academic discourse. Moreover, this course helps learners develop their confidence and effectiveness in using spoken English in a range of academic situations as well as develop their academic listening skills. Particular effort is put to help learners improve their pronunciation of English as they are provided with ample opportunities to listen to authentic speeches and recordings and then analyze them in terms of their phonological features (individual sounds and stress patterns) and also to practice speaking in English.

Using self and peer-editing, learners will find this course helpful in developing their writing skills as they are required to deal with error analysis and substantial grammatical and mechanical topics.

Learning Outcomes:

At the end of this course, learners shall be able to:

- analyze, explain, and discuss intermediate level course texts,
- conduct comprehensible conversations, discuss specific academic topics, and give presentations using relatively rich vocabulary,
- write and edit similarities and differences, causes and effects, advantages and disadvantages, and opinion paragraphs.

ENGL 101 Freshman English I (3 cr.)

This course focuses on building strong foundations for the use of the four skills of listening, speaking, reading, and writing. It is designed to help learners develop and apply these skills to progress in their English language acquisition. Through extensive material and practice and authentic speaking opportunities , learners will be guided to communicate in English and to experiment with a variety of listening material, reading texts, and paragraph writing and editing. This course is based on experiential learning in which learners are given ample time and chances to get comfortable and familiar with the English language.

University General Education Requirements

The university offers General Education courses whose goals and cognitive and non-cognitive learning outcomes serve all the university's programs. GE courses provide students with knowledge and skills in the Journalism and Media Communication that are reinforced in major courses such as communication, critical thinking, inquiry, collaboration, leadership, and media literacy. These courses hopefully instill in them values conducive to further education, gainful employment, and continuous personal development.

Mandatory Courses

All University students are required to take the following courses:

ENGL 201 English Communication Skills I (3 cr.)

This course will develop the appropriate linguistic and communicative skills needed to tackle different coursework assignments in English. Through an integrated approach, a wide variety of contemporary reading material, communicative tasks as in oral presentations and writing activities, learners will develop not only their respective competences in the four language skills but also their critical thinking and study skills. Learners will move from more descriptive writing to more sophisticated comparison and reasoning. Moreover, learners will be summarizing, evaluating, and analyzing the work of others.

ENGL 202 English Communication Skills II (3 cr.)

This is an advanced level course designed for successful participation in academic studies at the college level. In addition to opportunities for overall general language development, academic writing is fostered through understanding and critically discussing contemporary global issues so students will produce more extensive analytical and evaluative term papers. Prerequisite: ENGL 201 English Communication Skills I.

ARAB 201 Arabic (3 cr.)

This course includes the basic fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the progressive development of listening, reading, writing, pronunciation, development of additional skills in conversation and aural comprehension of modern standard Arabic; grammar and vocabulary building; basic vocabulary. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Arabic and demonstrate further cultural awareness.

ASST 210 E- Portfolio (1cr.)

The course is geared to engage design students to creatively showcase their work and reflect on their design by building their own e-portfolio. During this course, students shall be introduced to Photoshop software, learn basic principles of photography to take good shots of their models, develop the skill to elevate the clarity and legibility of their own designs, and apply the rules of composition to design the graphic/visual structure of their portfolio through Indesign Adobe Software. Students are expected to work on the output of their courses taken during the previous semesters- the outcome of which shall be posted at the end of the semester on ISSUU and/or Behance- the main platforms for projecting professional work.

Elective Courses

All University students are also required to select general university electives from the following, in accordance to their major's degree plan:

Fine Arts Courses:

ARCH 206 Architectural History (3 cr.)

This course provides a global overview of the history of architecture from antiquity to the present, emphasizing the Islamic tradition. The course works both chronologically as a history of phases and styles, and methodologically, examining the contextual issues that give each period a distinctive architecture. Students learn how to understand and interpret buildings, monuments and urban zones. The course considers architecture's relationships with culture, society, institutions, economy, knowledge, science and technology, art, design, landscape and cities. The intent is not to develop an historical or art historical argument, but rather to provide insight into the formal structure and technological challenges of the built environment.

This course is offered for non-Architecture students.

ARCH 209 Introduction to Geographic Information Systems (3 cr.)

This course develops an understanding of the fundamental concepts of Geographic Information Systems (GIS), the potential, functions, and applications of GIS systems. The main purpose of the course is to introduce students to the current GIS technology, to provide them with a general overview, and to teach them desktop oriented applications of GIS. Primary objective is to investigate interactive GIS application rather than develop expert users. Laboratory classes are based on ArcView and MapInfo.

ARCH 213 Photography (3 cr.)

This course is designed for students who may have very little or no experience with photography. The course will provide students with a basic understanding of the essential principles and practices of the photography. Students will focus on digital imaging techniques and the use of photography as a fine art and visual language. Students will be informed in the basic principles of photography to ensure a confident foundation for further development and experimentation within the practice of photography as it relates to their own area of study. Field trips may be required. This course is offered for non-Media students.

ARCH 223 Freehand Drawing (3 cr.)

This course is an introduction to the basic language of visualization and conceptual reading/representation of architecture and the built environment offering a shared inventory of mental and manual skills to enable students to further their research and applications in their future design work. The course stresses on experimentation through the exploration of the relationship between the idea or the object of representation and its graphic depiction through a particular set of media, materials, and techniques. It shall be dedicated to introducing the tools of communication, such as perspective and the behavior of light and shadow, and exposing students to the different media inviting them to learn their essential characteristics and potentials. Media that shall be focused on are pencil, charcoal, acrylic, with concentration on freehand sketching as well as on collage. Students are also expected to acquire and appreciate the values of neatness and graphic composition.

ASST 203 Art Appreciation (3 cr.)

Color plays an important role in our lives, and everyone interacts with it on a daily basis. Color conveys visual information, and can affect us physically as well as psychologically. Understand more about color, color theory, composition, and how you can use it, experiment and explore in an informal studio environment with students from a variety of disciplines. Also, this course aims to extend students painting skills, idea generation and cultivating originality, painting movements, develop their art and critical practices, broaden their understanding and abilities to make and discuss art. By the end of this course, students will present their painting portfolio.

ASST 206 Installation Art (3 cr.)

This course explores, with students, the art of installation in various media –including, but not limited to, photography, painting, drawing, audiovisual media and sculpture. The course encourages experimentation beyond the traditional understanding of high art and of art as a tangible outcome. Students learn to critique installation arts and to document their work.

ASST 221 Research Design Methods (3 cr.)

Offered in a form of a seminar and to students of senior standing, this course provides the necessary grounding for these students to carry scholarly research activity in the fields of social sciences and design preparing them for their capstone project in their respective program. Accordingly, it aims at introducing students to quantitative, qualitative, and design research methods- the latter being equally necessary for entrepreneurs and designers in different fields. By the end of the course, students shall be able to: know what research and research ethics are, identify who is their direct audience, move from topics to raising pertinent questions, understand the common structure of research problems and find one of pertinence and value, identify and work with the three source types, make a claim and support it, and finally write an introduction and a conclusion to their finding. The outcome of the course is an individualized research paper of publishable standards. Prerequisite: ENGL 201 English Communication Skills I.

Social Sciences Courses:**BUSS 208 Business Statistics (3cr.)**

This course introduces applied statistics for business and management covering topics of estimation; hypothesis testing; analysis of variance; simple regression and correlation; multiple regressions; introduction to nonparametric statistics; and goodness of fit tests and contingency analysis. The course also emphasizes the use of spreadsheets and interpretation of the output of analysis.

ECON 205 Micro-Economics (3cr.)

This course provides an introduction to the principles of microeconomics including the operation of market economy and the allocation of a society's scarce resources. The course considers how individuals and firms make their consumption and production decisions and how these decisions are coordinated in addition to the laws of supply and demand, the theory of the firm and its components, production and cost theories and models of market structure. The course discusses various causes of market failure and highlights public policies geared towards correcting market failures.

LEGL 202 Introduction to Politics (3 cr.)

Students in this course explore topics such as democracy, political ideologies and political culture, it asks where our political values, and ideas originated. The course also develops a strong link between the theory and practice of politics, and helps students better understand the world by strengthening their capacity for critical thinking and undertaking research. Overall, this course provides students with useful tools for the exploration and discussion of political problems. Theoretical concepts and their application are examined.

LEGL 203 Introduction to Criminology and Justice (3 cr.)

This course introduces students to criminology and criminal justice. It begins with an examination of the nature of crime, and the ways in which it is defined and explained. First, explores the question, what is crime? Psychological and sociological theories of crime and criminality are introduced. Second, it explores the dimensions of crime, particularly the relationship between crime and social class, the links between youth and crime and youth and the criminal justice response, and the relationship between gender and crime. The course concludes with an exploration of the criminal justice system as a response to crime.

MDIA 201 Introduction to Media Studies (3 cr.)

This course aims to introduce students to the history and current structure of the key media sectors within which they will develop careers. The course seeks to deliver core knowledge about the changing economic, political and technological environments within which media content is produced and consumed and to expose students to experienced practitioners in a range of media sectors.

MDIA 305 Basic Photography (3 cr.)

This course aims to give a thorough knowledge base of photographic and visual communication skills within an elected field of commercial photography. Students work within a world-class photographic studio, including a full cyclorama. Students learn a range of photographic techniques, including advertising, editorial, portraiture, still-life, architecture, fashion and illustration. The course has a location and a studio component and will cover the principles of camera operation, the use of light meters (ambient and flash) on location and in the studio, the foundations of lighting, including the introduction to studio flash, lighting types, quality, styles etc., and the fundamentals of design and composition.

MDIA 307 Basic News Reporting and Writing (3 cr.)

This course builds on MDIA 206 and aims to develop journalism skills and knowledge acquired in Newswriting - generating story ideas and finding angles, researching, conducting interviews, and exercising news values. It will concentrate on newsgathering aspects and introduce students to basic elements of a regular journalist's life such as news rounds and rigorous deadlines.

MGMT 203 Principles of Management (3cr.)

This course offers an introduction to the basic management principles and foundations of management. It explores essential management concepts, theories, models, tools, processes and techniques that managers utilize in their day-to-day practice to ensure the success and survival of their organizations. Main topics covered include management history and evolution, motivation, decision-making, leadership, managing groups and teams, and human resource management. In addition to introducing theories, concepts and tools that are needed to manage various organizations of different vocations (private, public, for profit, NGO, governmental and others), this course sensitizes students to the practical aspects of leadership and management. This allows students to gain a fuller understanding of the discipline of management and organizational behavior, and prepare for their role as future managers and leaders.

MKTG 204 Principles of Marketing (3cr.)

This course constitutes an introduction to marketing principles. It introduces principles and problems of marketing goods and services. Provides an overview of marketing concepts including marketing inputs in strategic planning, global marketing, marketing research, analysis of buyer behavior, market segmentation and positioning, and development of the marketing mix elements.

PSYC 201 Psychology of Well-Being (3 cr.)

This course includes an introduction to the major theories, concepts, and applications of psychological topics, including neuropsychology, sensation and perception, human development, learning and memory, social, personality, and psychological disorders and therapy. Throughout the course, an emphasis is placed on understanding the link between theory and real-world application of psychological principles. The course provide students with a basic understanding of the psychological principles involved in well-being and how impacts on attaining positive outcomes. Drawing on theories from positive psychology, this course seeks to assist students to understand human happiness and well-being.

PSYC 202 Guidance and Counseling (3 cr.)

The course provides an introduction to the field of guidance and counseling. It emphasizes the role of the counselor in a variety of settings, including the school and community, as well as the tools and strategies used in those settings.

SOCI 201 Women's liberation: Social and Cultural Diversity (3 cr.)

This course examines the ways that women playing an important role in Arabic society through history, the issues that are relevant to their struggle to find a balance between work and family since women's liberation has made more choices possible for Arabic women. What impact does women's liberation have on their lives? This course will expand

our understanding of how Arabic society shapes identities through social institutions like the family, work, the law, education, and health care. Also, examines the interpersonal, economic, social, cultural, and legal aspects of marriage past and present, primarily in Arab Countries. . Students will utilize relevant empirical material to develop critical thinking and an understanding of gender inequalities in the "development process." and interdisciplinary assessment of male violence against women locally and globally.

SOCI 202 Scientific Revolutions, Technology, and Society (3 cr.)

This course will explore the boundaries between the sciences as autonomous disciplines and the historical circumstances in which they have developed. This course covers such topics as the history of science revolution, the nature of scientific research and the application of sciences, big science vs. little science, the limits of scientific and technical knowledge, the political and economic power of science and technology, effects on individual and social ways of life, the rise of technical industry and mass media, the relations between science, technology, and religion, and finally ethics in science and technology.

SOCI 203 First Aid (3 cr.)

The purpose of this course is to handle various impact injuries that may arise at home, work or play and to help Students identify and eliminate potentially hazardous conditions in their environment, recognize emergencies and make appropriate decisions for first aid care. This class provides the students with knowledge and skills required to recognize and treat. Students will also learn first aid for wounds such as cuts, scrapes, bruises, infection, impaled object, amputation, eye injury, and nosebleed. Also covered is proper burn care for minor and major burns caused by heat, chemical, electrical and by the sun. Participants will also learn how to provide first aid for a bone, muscle or joint injury.

SOCI 204 Disease and Society (3 cr.)

This interdisciplinary course provides an introduction to the historical interactions between disease and human society from the Middle Ages to the Present. Attention will be paid to the historical role of epidemic disease in the transformation of human societies on a global scale and the emergence of new diseases. In this course students will explore how continuously changing technology, ecological conditions, and social practices have impacted the spread of infection. The course will examine the role of our public health institutions in disease control and prevention, including vaccination efforts. Additionally, students will study contemporary issues such as the rise in autoimmunity and antibiotic resistance.

GEOG 201 Introduction to Geography (3 cr.)

The course introduces basic geographic concepts, including topics on both physical and human geography. Emphasis is placed on the structure and characteristics of the earth, natural change processes and environmental impacts, as well as population growth and distribution, resource exploitation, and the influence of human activities on the environment.

GOVT 201 Lebanese Government (3cr.)

This course is designed to acquaint students with the history of executive, legislative and judicial institutions, their bureaucratic structure, policies, and processes, and the core legislations of the Lebanese government. It acquaints students with the needs for development and reform within the Lebanese government and engages them in applying advanced standards to develop recommendations for reform.

Natural Sciences Courses:

ENVI 201 Understanding Our Environment (3 cr.)

This course focuses on the causes of, impacts of, and solutions to global environmental issues. The course examines the environmental impact of population growth on natural resources; mineral and resource extraction; water resource use and water pollution; air pollution and climate change; and sustainable energy supplies. Students will learn how physical, biological and chemical pollutants affect the environment and, in turn, human health. Students will introduce to real-life

on-going environmental problems in Lebanon to provide an opportunity to deal with some of the most active questions in current environmental practice and gain experience in environmental negotiations and enforcement situations.

ENVI 202 Life and Universe (3 cr.)

This course provides students with the origins of science and its conflicts with beliefs. The students become familiar with the universe (planets, stars, and galaxies) and the search for extraterrestrial intelligence, the properties of the sun, earth, moon, planets, meteors and comets, the origin and evolution of the solar system, life in the universe, and recent results from space missions and ground-based telescopes. Students will learn about scientists' ongoing quest for answers to some of the most fundamental human questions: How did life originate on Earth? Is there life on other planets? Are we alone in the universe? What is the long-term future of life in the universe?

ENVI 203 Natural Hazards (3 cr.)

A natural hazard is a threat of a naturally occurring event will have a negative effect on humans. This negative effect is what we call a natural disaster. In this course we will try to answer some of the questions for each possible natural hazard such as, where is each type of hazard likely to be present and why? What scientific principles govern the processes responsible for the hazard? How often do these hazards develop into disasters? How can each type of hazard/disaster be predicted and/or mitigated?

ENVI 204 Marine Environment (3 cr.)

This course covers aspects of both the physical and biological environments of the Mediterranean Sea and their inter-relationships. Marine Environment is designed to provide students with an introduction to some of the most important marine ecosystems (coral reefs, beaches, rocky reefs), species (corals, fish, marine mammals), and current conservation, climate change, invasive species, pollution and their solutions. Lectures highlight major points to aspects of human impacts on the marine environments, marine productivity, fisheries and the effects of development, especially industrial development on the marine environment and how science can contribute to providing solutions to these problems. Field visits by students to observe marine ecosystems along Lebanese coast and record their observations.

NUTR 201 Principles of Nutrition (3 cr.)

This course provides an overview of the right to suitable food in the context of the promotion and protection of the international human rights. The course introduces students to basic nutrition concepts for health and fitness. Also, emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating credibility of nutrition claims, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Specific topics will focus on economic, social and cultural rights of importance to food security and nutritional.

BIOL 201 General Biology (3 cr.)

This course covers fundamental biological concepts with the emphasis on evolutionary theory and human biology, including the morphology, physiology, and disorders of body systems.

PHYS 203 - Introduction to Robotics (3 cr.)

The course is designed for students fascinated by the concept of robots who want to learn how these intelligent machines work. The course deals with the basics required for designing and developing any robot, they cover some topics in electronics, mechanics, control and artificial intelligence. In addition, it presents a list of robotics systems in the world, each system is decomposed into several parts, in the purpose of identifying the function of each part of the system. A large variety of applications related to these robotics systems are discussed in various fields, they are limited only by human imagination.

PHYS 205 Introduction to Nanotechnology

This course provides general knowledge about a newly discovered magical realm, the nanoscale world, the world of the small and the smallest parts, of micro and nanotechnologies. It is designed for students - from all majors - who want to learn how nanotechnologies are changing their life. Throughout the course, students will discover nano-materials and nano-objects around them, and explore nano applications in everyday life, which will stimulate their creative thinking. The basics of nanotechnology are covered to familiarize students with the terms, concepts, and tools most used by nanoscience or nanotechnology scientists. A special focus is given to numerous applications and uses of nanotechnologies in different fields (building and construction, cosmetics, electronics, renewable energy...)

Physical Education Courses:

PHED 203 Fit and Well for Life (3 cr.)

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

SPOR 201 Volleyball Sport (3 cr.)

This course provides the student with the opportunity to learn and develop the basic rules and skills of volleyball, offensive and defensive skills. Students will be able to demonstrate an understanding of the history, rules, strategies, current research, safety and etiquette associated with volleyball

SPOR 202 Basketball Sport (3 cr.)

This class is designed for students who have some basketball playing experience as well as fundamental knowledge of the game. The course will demonstrate the understanding of the rules and terminology of the game, demonstrate the fundamental skills of basketball such as shooting, passing, and ball handling in drills, game play and skill assessments, provide knowledge of game strategies, and appropriately apply strategies in game situations, and show sport and fitness-related skills and apply the use of the skills in lifetime activity in the promotion of health and wellness. Students will be evaluated by skill level and game performance.

Humanities Courses:

ASST 202 Introduction to Music (3 cr.)

This course is design for students with little or no background in music who would like to develop a theoretical and practical understanding of how music works. Students will be introduced to different kinds of musical notation, melodic systems, harmonies, meters, and rhythmic techniques with the goal of attaining basic competence in the performance and creation of music. Students will also learn to approach music as both an intellectual and an emotional activity; they will learn about music's historical, sociological, cultural, and biographical contexts; and they will gain knowledge of the many traditions of music.

ASST 204 Introduction to Sculpture (3 cr.)

This class introduces fundamental issues in sculpture such as site, context, process, psychology and aesthetics of the object, and the object's relation to the body. During the semester Introduction to Sculpture will explore issues of interpretation and audience interaction. As a significant component to this class introductions to a variety of materials and techniques both traditional (wood, metal, plaster) as well as non-traditional (fabric, latex, found objects, rubber, etc.) will be emphasized.

ASST 205 Ceramics (3 Cr.)

This course is a creative and technical introduction to ceramics, with emphasis on the potter's wheel, coil building, slab building, glaze application and firing. The class covers the characteristics of the materials used in ceramics as well as the various processes involved. More importantly, the course aims at nurturing student creativity by exploring the possibilities of artistic expression within this particular medium.

HSTR 201 History of Lebanon (3 cr.)

This course provides an overview of the history of Lebanon from the creation of Greater Lebanon at the start of the French Mandate to the end of the 1975-1990 civil war. The course places the history of Lebanon in the context of regional developments, looking at both internal and external factors that shaped the modern nation.

LEGL 201 Human Rights (3 cr.)

This survey course examines the law, theory, and practice of human rights with a special focus on international human rights. Topics will include the history of human rights and its categorization after World War II; the role of regular international law in protecting human rights; the basic international and regional human rights instruments; connections and tensions between civil, political, social and economic rights; the status of human rights law in the Arab Countries and the relationship between the Arab Countries and the global human rights regime; and theories of cultural contingency and other academic critiques of the human rights movement. On the practical side, students will be introduced to the most important mechanisms as well as challenges to the realization and promotion of human rights.

PHIL 201 Introductory Philosophy (3 cr.)

This course offers an intensive introduction to philosophical problems and methodologies as developed by major figures in the history of philosophy. This course includes the major philosophical areas of inquiry: how philosophy and culture interact in the development of thought; the principal issues of epistemology; the principal issues of metaphysics; the key contributors to the fields of moral, social, and political philosophy; how global integration of cultures has affected contemporary philosophical thinking. The course also discusses the application of philosophical methods to problem solving, decision-making, ethical thought, and strategic thinking.

Mathematics Courses:

MATH 201 Introduction to Mathematics (3 cr.)

The course covers fundamental mathematical concepts, including topics on numbers, measurement, coordinate geometry, functions, algebraic thinking, and mathematical reasoning. Critical thinking skills using mathematical language and notations to communicate ideas and solve a variety of problems is emphasized.

MATH 202 Probability and Statistics (3 cr.)

The course addresses basic skills and competencies of statistical literacy and quantitative reasoning. Topics include descriptive statistics, probability theory, correlation, prediction, and statistical inference. The aim is to provide students with pragmatic tools for assessing statistical claims and conducting their own statistical analyses.

A R . E
C H D S

Faculty of Architecture & Design



Faculty of Architecture & Design [ARCHIDES]

The Bachelor of Architecture program at the Faculty of Architecture and Design offers students a professional degree that qualifies them to practice architecture. The program takes into consideration country and institutional requirements and characteristics such as recognition by the Ministry of Higher Education, registration in the Syndicate of Engineers (for architecture only), as well as offerings at the University.

Organization and Governance

The Faculty of Architecture and Design is led by the Dean who is supported by an Advisory Council of not more than 10 distinguished architecture and interior design leaders, opinion leaders, and/or political figures who are eminent in the academic areas embraced by the Faculty. The Dean, in consultation with the Provost and the President, appoint members of the Advisory Council in order to advise the Dean on matters affecting the Faculty's strategic positioning, programs, and its relationship to the architecture community.

The Faculty shall establish standing committees including an Executive Committee, Admissions Committee, Student Affairs Committee, Academic and Curriculum Committee, Library Committee, Research Committee, and ad-hoc committees.

The Faculty of Architecture and Design is composed of the officers and the academic personnel of the Faculty. The Officers include the following:

1. The President of the University
2. The Dean of the Faculty
3. The Associate Dean for the Faculty
4. The Registrar of the University, Ex-Officio
5. The Director of Admissions, Ex-Officio
6. The University Librarian, Ex-Officio

The academic personnel include:

1. Full Professors
2. Associate Professors
3. Assistant Professors
4. Senior Lecturers
5. Lecturers
6. Instructors

Vision

We aspire to become a nationally competitive and discovery driven Faculty that is distinguished by being contextually grounded, multidisciplinary, and collaborative, shepherding a culture of inquiry and entrepreneurship. Our graduates shall be responsible leaders that actively contribute to the advancement and well-being of their community and beyond.

Mission

ARCHIDES is a learner-centered and design-oriented Faculty. Our pedagogy is based on fundamental principles and is propelled by creative research in social and environmental challenges. Applied and design research and the culture of discovery are integrated in our undergraduate education.

We are committed to graduate professional architects who are fully capable of continuous growth and successful practice in the fields of design, building construction, and design computation.

Core Values

Within this broad vision, ARCHIDES carry unwavering belief in the value of design as scholarship. Design –as an adisciplinary skill- is approached as a creative and reflective process that is engaged in scholarly work and inquiry and that contributes to the advancement of knowledge – Architecture, Interior and Product Design being our field of expertize. ARCHIDES course of action in the search for excellence in teaching is set through differentiated learning whereby the Faculty provides a flexible delivery system that is tailored to the varied strength and outlook of the student body in the Faculty.

More specifically, ARCHIDES values:

- Excellent and accessible higher education. Rooted in the Bauhaus tradition, ARCHIDES motto is: every committed person can become a designer.
- Sustenance in life and design practice.
- Craftsmanship, material, and technological innovation.
- Creative and pragmatic design practice propelled by social and environmental challenges.
- Critical pedagogy and learning will to cross-disciplinary boundaries.
- Active engagement with the community.
- Integration of research in undergraduate education.
- Network with the global research and professional communities for an effective build-up of ARCHIDES capacity to create value on the local and global scenes.

ARCHIDES is determined to build a learning environment that enables the development of a particular breed of architects and designers who carry a reflective and a critical stance of their own profession and who are capable to address emerging issues/problems by having access to the necessary most up-to-date set of theoretical and practical knowledge. In fact, ARCHIDES' main goal is not limited to graduating employable architects in the local market, but it aims to graduate design/entrepreneurs that push the boundaries of the discipline as well.

Such an outlook is based on a conscious positioning of ARCHIDES graduates away from a dominant conventional design practice in the real estate sector to the boundaries of that practice where socially and environmentally driven innovations are required. To reinforce such a positioning, the outlook of this Faculty is to reverse the trend of specialization and the decentralization of the production process into capital [business], designers [architecture], and technicians [technology] by building on what Azm University has to offer in other Faculties- consequently integrating into its curriculum courses from the Faculties of Business Administration, Media, and Engineering. Within such a program, we expect ARCHIDES graduates to innovate and to master all the necessary tools that will ensure that their innovations are context-based, technically sound, and commercially successful.

Undergraduate Programs

ARCHIDES offers the following undergraduate professional degree program:

- Bachelor of Architecture

Career Opportunities

ARCHIDES prepares students for careers in a wide variety of fields:

- Architecture design, environmental design, urban design, urban planning, and design management.

Faculty

Dean

Halah Abi Haydar, Acting Dean

Assistant Professor

Tracy Nassr, M.S.P.M

Jalal Hoblos, M. Arch

Lecturers

Dr. Farah Haddad, PhD

Nasri Kassis, MCE

Ahmad Hassan, MBA

Sandy Sabsabi, M. Arch

Hania Helweh, J.D.

Teaching and Learning Strategies

The methods of instruction include a combination of class lectures, reading assignments (that students need to prepare prior to coming to class), take-home assignments, in-class assignments, and studio hours that provide the students with enough information to develop their projects, drawings and reports. The method of teaching at ARCHIDES is highly interactive aided with professional and collaborative lectures that aim to increase student achievement and have greater teacher efficiency. Teaching and learning strategies include, but are not restricted to: cognitive learning, deployment of graphic and audio-visual tools, applied learning, thinking, and design skills.

Assessment Methods

Evaluation and assessment of the student will be based on examinations, (drop quizzes, assigned quizzes, midterm, and final), projects, assignments, papers, and class participation.

Ethics and Integrity

The University is committed to the highest standards of academic integrity and expects its students to behave with honesty, integrity, and professionalism throughout the course of the program. Students are responsible for familiarizing themselves and adhering to the University's policies and regulations. All students are responsible to review the University's Student Code of Conduct in the Student Catalogue.

Cheating

Students are guilty of cheating when they use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects. The unauthorized possession or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

Plagiarism

Plagiarism exists when students claim as their own the work of others. Students, who fail to credit ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work—any part of which is not yours—constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. Students are expected to behave with integrity, honesty and professionalism throughout the academic process and are advised to review the University's Student Code of Conduct.

Admission to the Program

The Architecture design program is tailored for fresh university entrants interested in leading careers in the architectural field.

There is one admission deadline a year:

- a) Early admission for Fall 2021: April 30th, 2021
- b) Regular Fall Semester admission 2021: July 31th, 2021

Criteria for Admission to ARCHIDES: students admitted into the program are either sophomore to the Architecture through direct admission or through transfer from other Faculties.

Direct Admission

Direct admission applies to those students who are directly admitted from secondary school into the sophomore class at ARCHIDES. Students are advised to review the Admissions section of this catalogue for complete and detailed information regarding admission to the University. All direct admissions are decided by the Admissions Office.

Transfer into the Faculty of Architecture and Design

All transfer decisions are made by the Admissions Office. Students from other faculties at the University may apply for a transfer to ARCHIDES. To be eligible for an internal transfer, the applicant must have completed at least 24 credits, he/she must not be on probation, and finally, he/she must have a minimum overall cumulative average of 70. Final admissions decisions into ARCHIDES depend on the quality of eligible applicant pool and the number of available places for the term in question.

Academic Advisors

Every student is assigned to an academic advisor. The advisor plays the role of the student's mentor and directs the student in choosing his/her courses and in any academic matter. The advisor communicates and embodies the culture of the institution and guides the students through the curriculum. In addition, the adviser helps the students in assessing career opportunities or future graduate studies opportunities.

Course Load

Full-time students must register for a minimum of 12 credit hours per semester. Students may, under special conditions, register for less than 12 credits provided they get the approval of the Faculty Academic and Curriculum Committee. Students can register normally for up to 18 credits per semester. Students may also petition to register for a higher number of credits. The approval will depend on their previous academic performance (normally, second and third year students with a minimum cumulative average of 80 or an average of at least 80 in the last two semesters for the remaining promotions are given such permission).

Dismissal and Readmission

Students are advised to refer to the University Academic Information Section in the University Catalogue. After evaluation of the student's coursework, transfer credits will be considered. In the case of readmission, the student must achieve a minimum equivalent grade to 75 in each of the courses for which transfer of credits may be granted.

Failing and Repeating Courses

Students need to refer to the University Academic Information Section in the University Catalogue. Passing grade for all courses except for Design Studios is 60. The passing grade for design studios is 70. The graduation requirement of students in Architecture is a cumulative average of 70 in the core and major elective courses. All students who do not have a cumulative average of 70 after registering for 78 credits need to repeat the courses with grades lower than 70, in order to raise their average. In addition, if a student fails to fulfill the graduation requirements pertaining to cumulative grade average of 70 at the end of the senior year, and is not dismissed, he/she must repeat the courses with low grades, in order to raise the overall averages to the required minimums. Students must take failing courses immediately when next offered.

Incomplete Grade

Students need to refer to the University Academic Information Section in the University Catalogue. If at the end of a term a student is missing a major requirement of a course such as the final examination or any other, he/she must submit a petition for makeup along with evidence of a valid excuse. Approval of the petition is at the discretion of the Academic and Curriculum Committee at ARCHIDES.

Once the Academic Committee grants this permission, the coursework must be completed within two weeks of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

Examinations and Quizzes

With the exception of design-related courses, all remaining courses have final examinations, unless otherwise authorized by the Academic and Curriculum Committee at ARCHIDES. Final exams need to be taken by all students in order for them to pass a course. There are no make-up exams for midterms. If a student misses the midterm exam without a valid excuse (case of death in the family or validated sickness via a medical report), he/she will receive a zero. Furthermore, no shift in weight to the final exam is allowed. This midterm exam policy should be stated clearly in the syllabus of the course.

Bachelor of Architecture (BArch)

Architecture is a field of science and technology and of art. Architecture education combines knowledge-based professional material and artistic understanding and expression skills. An architect must be able to see problems from many different directions, which is the reason for the broad-based nature of the degree in architecture. The current nature of ARCHIDES education develops the student's scientific and artistic thinking relating to the construction of a socially responsible and sustainable future.

PROGRAM OBJECTIVES

- Employ research, analysis and problem-solving skills to address unique and fluctuating conditions of design.
- Demonstrate an ability to creatively utilize and integrate innovative materials and cutting edge building technology in architectural design and practice answering to site conditions, social challenges, and environmental control systems into a comprehensive building design proposal.
- Employ traditional means of representation, computer-aided design, digital and physical modeling and fabrication to develop and communicate design.
- Build an array of technical and organizational skills that allow graduates to conceive and manage complex architectural and interior design projects, during all stages of the building process –briefing, design, construction, reception and management.
- Demonstrate an ability to work collaboratively with teams of project managers and various interdisciplinary design teams involved in the building and construction industry.
- Master an integrated approach to the built environment taking into consideration diversity of needs, social patterns, as well as environmental, cultural, technological, and urban factors.
- Demonstrate strong oral, written, and relational communication skills that allow graduates to efficiently manage teams and defend publicly their proposals.

ACCREDITATION

Accreditation by NAAB is set as an objective right at the inception of the program at ARCHIDES. This strategic choice is informing the articulation of objectives/course learning outcomes within the curriculum. ARCHIDES is a member of the Association of Collegiate Schools of Architecture (ACSA). The objective is to tap on valuable tips onto challenging issues shared by the larger educational community on the international scene, conference events, and NAAB accreditation process.

For details on NAAB accreditation and criteria, please refer to its official website: <https://www.naab.org/wp-content/uploads/2020-NAAB-Procedures-for-Accreditation.pdf>

CURRICULUM

The BArch undergraduate program is intended for students seeking a professional career in architecture. The program entails a minimum of five years of university studies plus professional trainings.

The curriculum is designed to offer a unique learning experience for each of its students through the application of the differentiated learning that informs the structure of the curriculum and its related set of electives. The curriculum is devised into a creative and flexible structure, the whole-mark of which is five main study areas, namely: Design, Communication & Computation Design, History & Theory, Material Science & Technology, and Engineering. Through a rich set of electives in the different axes, the structure of the curriculum enables the students to graduate with different specialized inclinations. Four summer internships are designed to foster the necessary professional practice integration in the curriculum. The curriculum is structured into the following three main stages:

- 1- **Core Skill Development Stage** with a period of one academic year and one semester
- 2- **Skill Application Stage** with a period of two academic years, and the last
- 3- **Personal Positioning Stage** is a period of one academic year and one semester

This structure maintains the decentralized philosophy of design across all streams of the curriculum and focuses on a clear scaffolding of all streams in meeting the objectives of each stage of this structure. Accordingly, all courses that fall within any particular stage should carry a similar outlook in strategically engaging both process and outcome to contribute to learning that differs in nature from one stage to another.

Pedagogic objectives of the design studios along the three stages/layers of the curriculum aim to elicit the following different student experiences, namely: Foundation Studios (rule based), Practice Arenas (scenario), and Design Research Studios (strategy).

I. Core Skill Development Stage

This stage consists of foundation studies in the basic disciplines in which the Architect needs to acquire theoretical and practical skills. Accordingly, it provides students with a number of competencies in Design, Visual Communication, Structures, building technology, historical evolution of concepts, in addition to the awareness of sustainability principles that govern architectural design and its production. This stage is also rich in General Education courses (9 credits).

During this stage, basic practical/experiential learning tools and simple software are introduced to identify the issues at stake and emphasize the importance of complementary relationship with other disciplines, creating the foundations for a multi-disciplinary approach to design. Tools are utilized to nurture an experiential approach, initiating an inquiry of the environment in which designs take place.

Our curriculum structure follows NAAB realms that develop from the most abstract to the most practical dimensions of the field (Realm A to Realm D), integrates into the foundation stage professional market needs and extends the acquired competencies into the following stage of the curriculum.

II. Skill Application Stage

The middle stage brings a focus on the contextualization and application of approaches, as skills in selection and judgement for a given scenario. Within NAAB criteria, the focus is certainly on Building Practices, Technical Skills, and Knowledge (Realm B) and Integrating Architectural Solutions (Realm C).

During this stage, the curriculum reinforces students' hard skills in computation design inclusive of thermal behavior modeling of buildings, mechanical and electrical design, integrative comprehensive design that synthesize all the above and leading to developing the capacity of students to develop execution drawings of their projects. The initiation of the Co-op program can conceptually begin as of the summer of the beginning of the fourth year but practically from the fall term of their fourth year, given the higher opportunity for our students to be recruited during a normal term when the pressure on companies to hire interns is reduced.

III. Personal Positioning Stage

The third and final stage summons for the initiation of a Personal Position – notionally between 'competent' and 'expert' designer. At that stage, the student shall become more specialized in professional interests choosing defined major electives from the curriculum related to his/her personal positioning in design.

As a preface for the final year project, a self-defined design thesis will be introduced, accompanied by research methodologies and the assistance to identify design research intentions for each student. This thesis prepares the student with professional knowledge for his/her final year project that is already design-gearred according to the previous chosen major electives and final thesis.

Relating to NAAB criteria, the focus in this stage is certainly on Research, Evaluation and Decision-Making, and Integrative Design (Realm C).

DEGREE REQUIREMENTS

A student must successfully complete the following minimum requirements to grant his/her undergraduate degree in architecture:

- A minimum of 170 credits distributed as follows:
 - 128 crs. of major core courses
 - A minimum of 21 crs. of major elective courses
 - A minimum of 12 crs. of general education required courses
 - A minimum of 9crs. of general education elective courses that can be taken from other Faculties
 - Four approved summer internships
- A student must have completed a minimum of 10 semesters beginning with the sophomore class.
- A student must complete the degree in a maximum of seven calendar years. A student who fails to complete his/her degree program within the specified time must petition ARCHIDES Academic and Curriculum Committee for an extension.
- A minimum overall cumulative average of 70.
- Students must also achieve a cumulative average of at least 70 in the 149 credits that are distributed as 128 crs. of core courses + 21 crs. of major electives.

Major Core Courses (128 credits)

Students in the BArch Program must successfully complete the following major core courses:

Core Skill Development	ARCH 211 Design Methods
	ARCH 223 Freehand Drawing
	ARCH 233 Technical Drawing
	ARCH 205 Statics & Mechanics of Materials
	ARCH 219 Introduction to Materials
	ARCH 212 Basic Design in Architecture
	ARCH 224 Architectural Communication
	ARCH 313 Computer Aided Design I
	ARCH 225 Structural Mechanics and Analysis
	ARCH 328 Principles of Sustainable Architectural Design
	ARCH 311 Architectural Design I
	ARCH 230 Design in Construction I
	ARCH 315 Concrete & Steel Structures
	ARCH 317 World History of Architecture I
ARCH 324 Digital Communication	
Skill Application	ARCH 312 Architectural Design II
	ARCH 318 World History of Architecture II
	ARCH 319 Design in Construction II
	LEGL 411 Building Codes and Laws
	ARCH 306 Building Structures & Seismic Design
	ARCH 400 Community Engagement Project
	ARCH 401 Architectural Design III
	ARCH 405 Mechanical Design of Buildings
	ARCH 406 Electrical Design of Buildings
	ARCH 407 Contemporary Architectural Theory
	ARCH 403 Computer Modelling
	ARCH 402 Architectural Design IV
	ARCH 320 Design for Execution
	ARCH 404 BIM - Revit
	ARCH 501 Architectural Design V
ARCH 507 Urban & City Planning	
Personal Positioning	ARCH 502 Architectural Design VI
	Final Year Project I
	Final Year Project II

Major Elective Courses (minimum of 21 credits)

Students in the BArch Program must successfully complete a minimum of 21 credits from the following elective courses:

Skill Application & Personal Positioning	ARCH 312 Intermediate Architectural Photography
	ARCH 338 Forms in Architecture
	ARCH 409 Building Systems Technology
	ARCH 508 Principles of Sustainable Urban Development
	ARCH 509 Technological Processes & Fabrication
	ARCH 510 Material Science and Application in Architecture
	ARCH 511 Professional Practice
	ARCH 512 Surveying
	ARCH 513 Parametric Design
	ARCH 515 Structural Technology I
	ARCH 516 Structural Technology II
	ARCH 517 Landscape Architecture
	ARCH 518 Cities, Planning & Urban Life
	ARCH 519 Building Envelope
	ARCH 520 Experimentation with Materials
	ARCH 525 Advanced Structures
	ARCH 528 Architecture Heritage of Tripoli
	ARCH 530 Integrated Design Development
	ARCH 537 Architecture of the Islamic World
	ARCH 611 Project Management
	ARCH 613 LISP & Other Programming Language
	ARCH 615 Acoustics
	ARCH 616 Environmental Engineering
	ARCH 617 Theories of Urban Design
	ARCH 618 Urban Ecology & Cities of the Islamic World
ARCH 619 Architectural Conservation	
ARCH 620 Theories in Material Systems	
ARCH 621 Design Management in Real Estate Development	
ARCH 625 Lighting Design	

General Education Courses (minimum of 21 credits)

Students in the BArch Program must successfully complete a minimum of 21 credits from the following GE courses whereby 12 credits are mandatory (GER):

# of credits	GE Courses	
3	GER	Arabic Communication Skills (unless the student is formally exempted; then, a course in Humanities & Social Sciences should be taken instead.)
6	GER	English Communication Skills
3	GER	Research Design Methods
3	GEE	Natural Sciences or Humanities & Social Sciences
6	GEE	Fine arts
21	TOTAL	

Suggested GEE courses in the various fields are indicated in the following table:

Discipline	Course code	Course Name	Pre-requisite	# of Credits
Fine Arts	ASST 208	Art Appreciation		3
	ASST 209	Introduction to Sculpture		3
	ASST 211	Ceramics		3
	ASST 212	Installation Art		3
	ASST 213	Photography		3
	MDIA 209	Introduction to Music		3
Natural Sciences	ENVI 205	Sustainable Development	ENGH 102	3
	ENVI 206	Resource Management & Environmental Planning	ENGH 102	3
	ENVI 207	Geographic Information Systems		3
	ENVI 208	Tools for Environmental Assessment & Analysis	ENGH 102	3
	PHYS 300	Introduction to Nano Technology	PHYS 101	3
Humanities	ENGL 501	Creative Writing	ENGL 202	3

& Social Sciences	PHIL 201	Introductory Philosophy	ENGL 201	3
	SOCI 202	Scientific Revolutions, Technology and Society	ENGH 102	3
	GOVT 201	Government		3
	HSTR 201	History of Lebanon		3

Internship and Research Assistance Programs

As per the current structure of the Architecture curriculum at ARCHIDES, four courses of internship are integrated into the program whereby one mandatory internship course of zero credit during each summer term is offered to architectural students during their five-year degree plan. Alternatively, students may opt to integrate their fourth summer internship with the COOP program. The structure of the COOP and instated internship programs are explained here below.

COOP Program

A COOP program- unique amongst all Architectural programs in Lebanon- offers parallel tracks that remain optional to students and that provide them with a wider spectrum in increasing their professional and/or academic/research experience adding a higher value to their learning experience at Azm University.

There are three proposed tracks:

TRACK A: CO-OP PROGRAM

Whether a student is seeking the best in relevant education or whether an employer is seeking well educated, student talent, the co-op program can help meet the student's long-term goals for work-integrated learning through a committed partnership.

The pre-requisite foundation of this program is a successful collaboration forged formally between ARCHIDES and employers of stature from the design, construction, development, and [design] management fields to help develop the best-well-equipped architect/designer that a program can produce.

Co-op is the link between the classroom and the workplace. Knowledge is gained and transferred between students and employers in alternating semesters of school and work, typically with the same employer.

Co-op at ARCHIDES is an optional program opened to students who have completed the core skill development phase and are half way in the skill application phase of their curriculum (these are typically fourth year students). Those who are able to join this program need to meet the criteria articulated in the Policies and Procedures for Internship III. A student has the option to undertake three non-consecutive semesters (one full Academic calendar year) to complete this program. More specifically, to be eligible for this internship program, a student must:

- Have successfully completed the ARCH 230- DESIGN FOR EXECUTION course
- Obtain a learning agreement
- Have had an approval of the hosting office from the internship coordinator.
- Have had the portfolio accepted and validated by the internship committee.
- Obtain a written approval from the internship coordinator and the Dean of the Faculty in the case where the internship falls outside of the requirements listed above prior to the start of any work.

This program enables students to gain an accumulated one-year experience prior to graduation – giving our graduate a better edge and a higher opportunity for employment.

VERIFYING FULL-TIME STATUS WHILE CO-OPING

Insurance companies/Social Security often require proof of full-time student status. While co-oping, students will be registered for a tuition-free, 12-hour audit course - a practice applicable as well, to when students undertake Internship 3 and Internship 4. This practice allows them to maintain their full-time status.

CO-OP DOCUMENTATION & EQUIVALENCY

Students need to submit three work forms during each co-op work term: a Work Term Goals & Objectives during the first three weeks, and a Work Report and Student Performance Evaluation (from their supervisors) during the last two weeks of their work term.

At the end of their work, students would schedule a time to meet with their supervisor to discuss the completed evaluation so that they receive feedback on their performance.

Students who successfully complete one semester with a total of 4 months in the Co-op program are entitled to waive Summer Internship 3 & 4.

GRADUATION WITH A CO-OP PROGRAM DEGREE

Students who complete the requirements for the co-op plan will receive the co-op designation on their diploma when they graduate from Azm University.

In order to receive the co-op designation, students must satisfy the following requirements:

- Work at least three (3) alternating semesters, two of which must be during a fall or spring semester. Work must be full-time 40 hours/week for a minimum of 8 weeks during summer and a minimum of 14 weeks during fall or spring. Register for appropriate COOP course for each term.
- Receive satisfactory Performance Evaluations from supervisor for all work terms.
- Submit Work Report for each work term.

During the semester before the term of graduation, students should check with their advisor and the University Registrar to be sure the degree includes the co-op designation.

In addition to coursework, ARCHIDES offers two on-campus internship programs designed to provide our undergraduate students with an academic research and/or professional experience and exposure to real-world problems. The following two tracks, Undergraduate Research Assistance Program (Track B) and On-Campus Internship Program (Track C) promise to engage our students with meaningful research and professional work opportunities that shall enrich their learning experience at Azm University.

TRACK B: UNDERGRADUATE RESEARCH ASSISTANCE PROGRAM (URAP)

Higher education across the world has placed increased importance on research, scholarly work, and learning initiatives that bring faculty and students out of the classroom and into direct engagement with diverse communities and public and private agencies, whether at home or internationally. Given the absence of a master's program at ARCHIDES and the toll of large students contact hours per week on full-timers, the undergraduate research program is introduced to help both faculty members to utilize available resources in the Faculty for the production of their scholarly activities and to enrich the learning experience of its students.

The Undergraduate Research Assistant Program pairs inexperienced students with faculty who are in need of assistance on their own research projects. In doing so, students who do not have sufficient research experience gain first-hand mentored knowledge of research practices in their discipline, while faculty who would not otherwise be able to hire Research Assistants (RAs) get help with their own projects. Faculty can apply with a particular student(s) in mind, or the Enrolment Division who is in charge of students' employment can assist in finding a student for them by running a search.

FUNDING, STUDENTS WORKLOAD AND EQUIVALENCY

Funds come from the faculty approved research budget and go towards RA's hourly wages that are instituted by the University and are paid to Azm University's payroll office as partial payment to the student's tuition fees of the same semester. The student's work is registered through a time-keeping system.

Students cannot begin work up until they have filed an application with all supportive payroll paperwork and are officially notified by Azm University Enrolment Division.

For the academic year (fall and spring semesters), the maximum workload is 384 hours. Students need to be registered for not more than 15 credits and not less than 12 credits per semester to be legible. Students will be directly paid if their tuition is covered through a financial aid. Typically, the earliest students can begin work at the beginning of the semester (pending submission of Payroll paperwork and approval of the URB on the Faculty member research budget). Spacing out the 384 hours shall be planned between the collaborating student and the faculty member.

For the summer, the maximum workload is 160 hours. This comes to ~20 hours a week for the duration of 2 months.

During any semester, students who are registered for a load of 18 credits or above are not allowed to work more than 10 hours per week.

During the summer term, the maximum number of credits for a student to work 20 hours per week is 6 credits.

For faculty members to be legible to recruit URAP need to have an approved research budget and a teaching load equal to or less than nine credits per semester and three credits during the summer term.

Students' work should be registered through a time-keeping system. Students need to fulfill all requirements for their internship courses to apply for equivalency.

Students who successfully complete a total of 320 hours in the URAP during the academic year are entitled to waive Summer Internship 3 or 4. Recommendation for student's success and equivalency is made by the URAP coordinator.

TRACK C: ON-CAMPUS INTERNSHIP PROGRAM (OCIP)

This track joins characteristics of both track A & B, in the sense where students work with a faculty member on a professional practice/training without the necessity to forfeit his/her academic study. Furthermore, it taps on many characteristics and benefits that are achieved during summer internship courses 3 or 4. Accordingly, there is a great overlap between all policies and procedures that are articulated for the summer internship courses 3 & 4 and the workload regulations that are articulated in the URAP and in the OCIP. The appointed coordinator for this program is the same coordinator for the Summer Internship and Co-op programs.

The pre-requisite foundation of the OCIP is a successful collaboration forged formally between undergraduate senior students at ARCHIDES and faculty members who are engaged in a consultancy work or in a design competition within the field of Architecture and Design. The OCIP is introduced to help both faculty members to utilize available resources in the Faculty for the production of their scholarly activities and to enrich the learning experience of its students.

OCIP DOCUMENTATION

Students need to submit three work forms during each OCIP work term: a Work Term Goals & Objectives during the first three weeks, and a Work Report and Student Performance Evaluation (from their supervisors) during the last two weeks of their work term to the OCIP coordinator.

At the end of their work, students should schedule a time to meet with their supervisor to discuss the completed evaluation so that they receive feedback on their performance.

The OCIP pairs inexperienced students with faculty who are in need of assistance on their own projects. In doing so, students who do not have sufficient exposure to real-world problems gain first-hand mentored knowledge of professional practices in their discipline, while faculty who would not otherwise be able to hire assistants get help with their own projects. Faculty can directly agree with interested students, or the Enrolment Division who is in charge of students' employment can assist in finding a student for them by running a search.

STUDENTS WORKLOAD AND EQUIVALENCY

The student's work is carried very similarly to the internship structure, policies, and procedures that are articulated here below. Students' work should be registered through a time-keeping system. Students need to fulfill all requirements for their internship courses to apply for equivalency.

For the academic year (fall and spring semesters), the maximum workload is 384 hours. Students need to be registered for not more than 15 credits and not less than 12 credits per semester to be legible. Students can only begin work at the

beginning of the semester to ensure that they meet the course load requirement. Spacing out the 384 hours shall be planned between the collaborating student and the faculty member.

For the summer, the maximum number of credits for a student to work 20 hours per week is 6 credits – totaling 160 hours of work during the term. Students who are not registered for any academic course may work for 384 hours during the term.

During any semester, students who are registered for a load of 18 credits or above are not allowed to work more than 10 hours per week.

Students who successfully complete one semester or a summer term with a total of 320 hours in the OCIP are entitled to waive Summer Internship 3 or 4. Recommendation for student's success and equivalency is made by the OCIP coordinator.

Summer Internship Requirements and Guidelines

All Architecture students are required to complete four summer internships as detailed in the degree plan. Students must provide the Faculty with an employer's acceptance. Normally, students solicit their own internships with the support of the Dean's office.

Internship Guidelines

- Internship duration is two months during the Summer term (usually between June 1 and August 31).
- Students must comply with the working hours and days of the host company.
- Working days in the week must not be less than 5.
- A faculty member from ARCHIDES will supervise the student throughout the internship period.
- The internship is zero credits with passing 'P' or failing 'F' grade.
- Passing is dependent on: 1) the report submitted by the student and 2) the report submitted by the direct supervisor.

The purpose of the Architecture internship program is to provide architecture students with a grounded, real-world experience in a professional design environment.

During this program, architecture students are exposed to material fabrication process, site construction, a number of the multifaceted activities of an architectural office, which may include any of the following:

- Codes and Regulations
- Environmental issues
- Construction Drawings and Project Manual
- Project and Practice Management

ARCHIDES has prepared an Internship Guidebook covering all four types of internship during the students' education at ARCHIDES. The guidebook forms an essential guide and framework for all the students' activities during their engagement. All students need to review the relevant guidebook before undertaking any type of internship. This guidebook is available on ARCHIDES website.

Degree Plan (Total: 170 credits)
Bachelor of Architecture (BArch)

First Year (35 credits)				
Term	Course#	Course Name	Credit	Pre/Co- requisite(s)
Fall	ARCH 211	Design Methods	3	
	ARCH 223	Freehand Drawing	3	
	ARCH 233	Technical Drawing	3	
	ARCH 205	Statics & Mechanics of Materials	3	MATH 110
	ARCH 219	Introduction to Materials	3	CHEM 101
	ENGL 201	English Communication Skills I	3	ENGL 101 or equivalent
	Total			18
Spring	ARCH 212	Basic Design in Architecture	3	ARCH 211
	ARCH 224	Architectural Communication	4	ARCH 223, ARCH 233
	ARCH 313	Computer Aided Design I	3	ARCH 233
	ARCH 225	Structural Mechanics and Analysis	4	ARCH 205, PHYS 101
	ENGL 202	English Communication Skills II	3	ENGL 201
	Total			17
Second Year (42 credits)				
Term	Course#	Course Name	Credit	
Summer I	ARCH 001	Internship I - Material Workshops & Construction Site Visits	0	ARCH 219
	ARCH 328	Principles of Sustainable Architectural Design	3	
	ARAB 201	Arabic	3	
Total			6	
Fall	ARCH 311	Architectural Design I	5	ARCH 212, ARCH 224
	ARCH 230	Design in Construction I	3	ARCH 219
	ARCH 315	Concrete & Steel Structures	3	ARCH 225
	ARCH 317	World History of Architecture I	4	ENGL 101 or equivalent
	ARCH 324	Digital Communication	3	ARCH 313
	Total			18
Gateway I				
Spring	ARCH 312	Architectural Design II	5	ARCH 311, ENGL 201
	ARCH 318	World History of Architecture II	4	ARCH 317, ENGL 201
	ARCH 319	Design in Construction II	3	ARCH 230, ARCH 313
	ARCH 414	Building Codes and Laws	3	
	ARCH 306	Building Structures & Seismic Design	3	ARCH 315
	Total			18
Third Year (36 credits)				
Term	Course#	Course Name	Credit	
Summer II	ARCH 002	Internship II - Material Workshops & Construction Site Visits	0	ARCH 001, ARCH 319
	ARCH 400	Community Engagement Project	3	ARCH 312
Total			3	

Core Skill Development

Skill Application

Skill Application	Fall	ARCH 401	Architectural Design III	6	ARCH 312, ENGL 201, ARCH 315, ARCH 230, ARCH 317	
		ARCH 405	Mechanical Design of Buildings	3	ARCH 230	
		ARCH 406	Electrical Design of Buildings	3	ARCH 230	
		ARCH 407	Contemporary Architectural Theory	3	ARCH 318, ENGL 201	
		ARCH 403	Computer Modeling	3	ARCH 324	
		Total		18		
	Spring	ARCH 402	Architectural Design IV	6	ARCH 401, ENGL 201, ARCH 319	
		ARCH 320	Design for Execution	3	ARCH 319	
		ARCH 404	BIM- Revit	3		
			GEE	3		
		Total		15		
	Fourth Year (33 credits)					
	Term	Course#	Course Name	Credit		
	Summer III	ARCH 003	Internship III – Local Design Office/ Execution Drawings	0	ARCH 002, ENGL 201, ARCH 320	
	Total		0			
Fall	ARCH 501	Architectural Design V	6	ARCH 402, ENGL 201		
	ARCH 507	Urban & City Planning	3	ARCH 402, ENGL 201		
		GEE	3			
		Major Elective 1	3	ARCH 401, ENGL 201		
		Major Elective 2	3	ARCH 401, ENGL 201		
	Total		18			
Gateway II						
Personal Positioning	Spring	ARCH 502	Architectural Design VI	6	ARCH 501, ENGL 201	
		ASST 209	Research Design Methods (GER)	3	ENGL 202	
			Major Elective 3	3	ARCH 401, ENGL 201	
			Major Elective 4	3	ARCH 401, ENGL 201	
		Total		15		
	Fifth Year (24 credits)					
	Term	Course#	Course Name	Credit		
	Summer IV	ARCH 004	Internship IV – International Design Office	0	ENGL 201	
		Total		0		
	Fall	ARCH 601	Final Year Project I	6	ARCH 502, ASST 209	
			Major Elective 5	3	ARCH 401, ENGL 201	
			Major Elective 6	3	ARCH 401, ENGL 201	
		Total		12		
	Spring	ARCH 602	Final Year Project II	6	ARCH 601	
		Major Elective 7	3	ARCH 401, ENGL 201		
		GEE	3			
	Total		12			

Gateways: A student cannot pass from one stage to another without a successful completion of all courses within a stage, and a cumulative average of 70 and above.

At gateway II, in addition to the above requirement, the student should submit an E-portfolio with the approval of his/her advisor.

Course Description

Architecture is a field of science and technology and of art. Architecture education combines knowledge-based professional material and artistic understanding and expression skills. An architect must be able to see problems from many different directions, which is the reason for the broad-based nature of the degree in architecture. The current nature of our education develops the student's scientific and artistic thinking relating to the construction of a socially responsible and sustainable future.

Our curriculum is designed to offer a unique learning experience for each of our students through the application of the differentiated learning that informs the structure of our curriculum and its related set of electives. The impetus of the structuration of our curriculum is and will continue to remain this particular provocative question: How does ARCHIDES matter in its geographic and disciplinary contexts? Our search for answers led us to devise a creative and flexible curriculum structure, the whole-mark of which is five main study areas, namely: Design, Engineering, History & Theory, Computation Design & Fabrication, & Material Science and Technology. Through a rich set of electives in the different axes, the structure of the curriculum enables the students to graduate with different specialized inclinations. Four summer internships are designed to foster the necessary professional practice integration in the curriculum.

What follows is an elaboration of the course offering in the program structured along these five main study areas. Course offering and course description are preceded within each study area by a synopsis identifying the main objectives and expected learning outcomes related to this specific track. Required courses are delineated first. These are followed by elective course offering within this area.

DESIGN

In opposition to the conventional practice, the format of the studio is lecture intensive and driven by innovation in the response to real questions addressing social and environmental challenges. Design is addressed as a tool of research and investigation. Architecture faculty and students explore a range of design investigations, expand knowledge, and confront the challenges of the contemporary built environment. They shall employ design thinking and design research and analysis that lead to an innovative and an in-depth formulation of the problems or design challenges. Through a rigorous design process, students shall master an integrated approach to architectural design taking into consideration diversity of parameters, namely: human needs (immediate, unfulfilled, and latent), socio-cultural patterns, as well as environmental, technological, and urban factors. They shall develop a fluency in divergent thinking and the capacity to evaluate different options leading to an integrated solution that effectively answers to all design parameters. Students shall demonstrate an ability to creatively utilize and integrate innovative materials, innovative building technology, and environmental control systems in architectural design. They shall learn to answer to site conditions and social challenges into a comprehensive building design proposal.

Spatial relationship with the context, sustenance, consideration of the materiality, techniques of fabrication and construction, and representation of ideas through different media always form an integral part of any studio. ARCHIDES' advanced information infrastructure, media-enriched presentation spaces, vast library resources, and open access to fabrication technologies, enable our architecture students to develop, discuss, exchange, and materialize ideas through a comprehensive range of platforms and media.

Required Courses

ARCH 211 Design Methods (3 cr.)

Required for first year, fall term

This course aims for students to acquire interdisciplinary design skills by developing methodologies for design research, and investigations on a various set of tangible problems and learning the necessary tools and methods in design thinking to develop solutions to these problems. In the process, students shall develop rigorous critical inquiry- challenging untested assumptions and exposure to teamwork, model building and drawing, and most importantly, a systematic approach to both incremental and radical innovations. The method to be followed is the creative thinking process that can be defined along the following steps: observe, define, ideate, prototype, test, fail, and succeed.

ARCH 212 - Basic Design in Architecture (3 cr.)

Required for first year, spring term

Prerequisites (Arch 211)

Design as an investigation and reflection on the process: This course builds on the exposure, understanding, and introductory ability of students in critical thinking, graphic communication, and design thinking skills that are acquired in Design Methods course. Focusing on our natural and synthetic environment, students shall develop further these skills through design investigations on various sensorial and conceptual set of problems. During a well-established design process, students shall learn the necessary tools and methods to re-present sensory phenomena on multiple levels, model and fabricate objects, systems, form and space, and re-construct structural organizations within the field of Architecture. By the end of the course, students should be able to employ the various stages of the creative thought process (including critical thinking skills) in the task of producing any design solution, they should be initiated to rigorous critical inquiry to challenge untested assumptions and to build diagrams to reformulate and conceptualize problems/issues. In addition, students shall be motivated to learn independently and they should be able to transfer cognitive and imaginative thinking to drawings and physical models that express their personality and convey the concept driving the solution. Design exercises - culturally known as Projects - evolve through stages of conceptual and material development to final presentation and critical discussions that focus on intentions and process.

ARCH 311 Architectural Design I (5 cr.)

Required for second year, fall term

Prerequisites (ARCH 212 & ARCH 224)

This course forms an introduction to the discipline of architecture and constitutes the terminal studio for the core development stage of the curriculum. It intertwines the fundamentals of graphic/visual communication and design thinking skills that were acquired during the first year with the application of formal, organizational, and environmental principles in designing an architectural solution. It embodies the concept of 'Techne' – as knowledge related to making. Design exercises are vehicles to study basic interrelationships of material, construction, site, and program. Students explore within the triad of user, environment, and material the configuration of space and form in response to human needs and behavior, tectonics of material and processes of construction, and site and contextual drivers. The design process shall simultaneously examine interdisciplinary sources such as art, science, and philosophy for establishing the ways content architecture shares with other

forms of knowledge and how that content, expressed through architecture, contributes to human well-being. Concepts are communicated through manual drawings and physical models exclusively. Emphasis is put on intellectual discipline, dialogue, assertion of interest, and a self-motivated search for critical issues.

The course is a foundation design course, through which students develop the basic spatial lexicon and design thinking skills by exploring the compositional rules and relationships between the architectural space constituents and the factors shaping them. At the end of this course, students will be able to create & use diagrams as an intellectual method of analysis and action to visualize and organize ideas, concepts, and objects. Students will become familiar with concepts such as architectural composition, order, proportion, site, form, hierarchy and spatial construction. Drawings and physical models shall be the main vehicle through which students shall redefine design problems and experiment in architectural design solutions.

ARCH 312 Architectural Design II (5 cr.)

Required for second year, spring term

Prerequisites (ARCH 311 & ENGL 201)

This design studio marks the beginning of the skill application stage of the curriculum. Building on the skills developed in ARCH 311, it focuses on the identification and use of precedents as a valuable tool of design that opens up alternative lines of thinking towards concept development- adding depth and justification to the design process. Through probing the myriad of design parameters and understanding the design decisions that shaped a project, students will critically unravel the different dimensions in the approach of a design process that is informed by precedents, be it on the level of typology, site type, sustainability strategies, tectonics, etc. During this semester, the rigorous and creative application of the principles of environmental sustainability play also an important part in the design process. Students are expected to explore how architecture concentrates and conveys natural and cultural forces through means specific to the discipline.

By the end of this semester, students shall have acquired a great sensibility to the importance of the role that the immediate users, the context and the environment have in shaping an architectural design solution. Students shall build an in-depth understanding of these factors through their study of architectural precedents. They will demonstrate their creative design process through concise abstract diagrams and clearly communicate their conceptions using the appropriate media of architectural presentation both visual (digital and/or manual) and verbal.

ARCH 400 Community Engagement Project (3 cr.)

Required for third year, summer term

Prerequisites (ARCH 312)

This course is focused on developing student skills to meet community needs under the umbrella of NGOs or NPOs host organizations with the aim to heighten students' cultural awareness and their sense of professional purpose towards social justice and community service. The course is organized over an 8-week period. During this period, students will work with the host organization to engage with and understand everyday issues that are faced by the organization and research and help provide solutions and appropriate responses to such needs and issues in the workplace or in the field. By the end of the course, students will need to submit a report or professional portfolio, as well as a learning journal, which enables them to reflect on their experience and their use of knowledge and skills

gained through the project. The course is pass or fail and is based on the quality of submitted reports and a supporting letter by the NGO team leader.

ARCH 401 Architectural Design III (6 cr.)

Required for third year, fall term

Prerequisites (ARCH 312, ENGL 201, ARCH 315, ARCH 230, ARCH 317)

This studio is centered on a design practice that aims at fostering and developing an in-depth understanding of an integrated design approach that focuses on meeting the direct and hidden needs of a local community with an emphasis on private and public programs. This studio builds upon the previous design course by integrating parameters related to the complexity of the urban context, *Techné* (materials, technology, and purpose), and computation into the design process.

Through integrated design, projects have to meet building structure exigencies, high-performance and enhanced energy and environmental performance and have to effectively respond to the extrinsic factors related to issues of site seen through its geographic with close understanding of the geographic and environmental climatic factors, cultural, and legal dimensions. By the end of this course, students must have acquired the integrative design technical skills where building codes and regulations, structural challenges, site specificity and environmental conditions systems are scrutinized and analyzed in the process of the formulation of an innovative integrative architectural design solution.

ARCH 402 Architectural Design IV (6 cr.)

Required for third year, spring term

Prerequisites (ARCH 401, ENGL 201, ARCH 319)

This design studio is thematic in nature and orientation. Whether dealing with urban insertions, historical precedents, morphological investigations, and/or adopting particular theoretical and methodological framework, the course builds on the integrative design skills of the various structural, environmental and technological systems introduced in the previous semester. It pushes further towards the programmatic dimension and the project components as a resultant of a close analytical study of the [urban] context, users' needs, and the study of the architectural precedents. The course equally constitutes an introductory phase to the economical and the financial feasibility of a design solution while stressing on the value of the clarity of the adopted theoretical research framework and the applied methodologies during the design process as response to the various design parameters and the myriad of forces and acting upon the project.

Students by the end of the course must have acquired a mature integrated design skill with the ability to understand the importance of the context and site specificities, design codes and regulations, and the project financial consideration in the formulation of the project components. Students shall be equipped with an introductory understanding of the value of the theoretical design approach and the research applied methodologies during the design process.

ARCH 501 Architectural Design V (6 cr.)

Required for fourth year, fall term

Prerequisites (ARCH 402, ENGL 201)

This design studio is an interdisciplinary exploration within the social, cultural, historical, economic, and urban realms. It involves a methodological research in the way architecture

can respond effectively in addressing particular contemporary pressing themes. The themes engage various dimensions within a large-scale urban context where the exploration of the urban fabric from its historical, morphological and typological dimensions forms the catalyst behind the type and the program of the architectural intervention.

By the end of this course, students shall be able to define the axis of theoretical research and the methodological approach carried throughout the different design phases as they conceive of the project components and respond to all the design parameters affecting the design solution (social, environmental, geographical, structural, financial and theoretical). Aside from the visual and verbal communication abilities, students must prove, as well, a mature communication writing skill.

ARCH 502 Architectural Design VI (6 cr.)

Required for fourth year, spring term

Prerequisites (ARCH 501, ENGL 201)

The studio demarcates the first step in the Personal Positioning Stage of the curriculum and the last design studio before stepping into the final year project. This design studio focuses more on the urban implications of an architectural design scheme and explores the larger scale that architectural projects need to address in terms of the sociocultural dimension, social equity, urban fabric and pattern, along with the technological, programmatic, site and financial considerations. This design studio addresses the full spectrum of design parameters in preparation for the final year project.

By the end of this course, students will be able to discern and react to all the intrinsic and extrinsic forces acting upon an architectural design solution. They will have the necessary level of consciousness of the important role and responsibilities of an architectural solution on the micro scale and the city's urban macro scale. They shall be able to choose wisely the appropriate media of architectural presentations on the three levels, be it written, visual and/or verbal.

ARCH 601 Final Year Project I (6 cr.)

Required for fifth year, fall term

Prerequisites (ARCH 502, ASST 209)

This course is the first component of the students' year-long design study of an architecture issue of their choice whereby students are expected to develop an independent position and proposition. The design study continues during the spring term. The course shall be fulfilled through the completion of ARCH 602.

ARCH 601 is conceived as a research-oriented design studio, in which students are to reflect on and critically investigate a theoretical/social/environmental problematic of a local and a global dimension and relevance to the general field of architecture and design. Students are expected to pursue an in depth research on the chosen topic and present their findings in the form of a research report leading to their preliminary design proposal that form the basis for the design development during the following term.

The course is geared towards the formulation of critical and precise design questions and the delineation of the necessary theoretical framework and the diverse research methods that shall inform the investigation of both the problem as well as the design solution. Focusing mostly on research through design, the materialization of this investigation is made manifest in the formulation of a set of design directives responding to various parameters. These design directives are further sharpened through schematic design investigations to unravel latent complexities of the addressed issues. In sum, the hallmark of this course is that it is unpredictable and is expected to lead to innovative results with high relevance to the society. The outcome should always be projective towards the future and critical.

ARCH 602 Final Year Project II (6 cr.)

Required for fifth year, spring term

Prerequisites (ARCH 601)

This course is the second component of the students' year-long design study of an architecture issue of their choice. The design study must be of a professional and of scholarly caliber that entitles students to graduate as professional architects ready to pursue their academic and/or profession career that is propelled by the research questions/interests that are identified and sharpened during this year. During this course, the students are expected to integrate and synthesize acquired knowledge and skills, and to develop both the theoretical/critical and practical components of the research and design project proposed in ARCH 601. Their project outcome should demonstrate their full abilities in critical thinking and representation, building practices, technical skills, architectural innovation and knowledge creation, integrated architectural solutions, and professional practice.

Elective Courses

ARCH 530 Integrated Design Development (3 cr.)

Prerequisites (ARCH 402, 405 & 406)

Consisting of a combination of lectures and Studios, this course teaches students of Architecture the methodology and approach to prepare a viable set of integrated and coordinated drawings combining Architectural design and the design and execution requirements of various engineering trades namely Structural, Electrical and Mechanical.

The design development phase of a project is a pre-requisite to informing and creating a set of construction drawings.

The course teaches future architects to incorporate in their designs; rooms, spaces and appropriate criteria for the proper operation of the necessary electro-mechanical equipment and services. It goes into the design detail of basements, Parking, Technical spaces, fireproof vertical circulation, integrated façade design and detailing, and the way to design roofs that incorporate electro-mechanical services and equipment.

The course additionally teaches the contents, logic, methods and presentation techniques of professional Design Development Drawings that combine Architectural execution drawings, details (among which advanced façade construction details) with the integration of relevant coordinated Structural, Electrical, and Mechanical drawings.

COMMUNICATION AND COMPUTATION DESIGN AND FABRICATION

Communication covers the three modes of oral, written and visual communication. Courses covering this axis will enable students to employ traditional means of representation, computer-aided design, digital and physical modeling and fabrication to develop and communicate design. Through various presentations, students shall be able to learn and demonstrate strong oral, relational and written communication skills that allow graduates to manage efficiently team-working conditions and defend publicly their proposals.

In advanced courses related to Project Management and Professional Practice, students shall demonstrate an ability to work collaboratively with teams of project managers and various interdisciplinary design teams involved in the building and construction industry. The three foundation courses related to this axis introduce students to the principles and basic applications forming the necessary competency to be developed in Design and other theoretical and scientific courses.

One of our program's missions is for our students to develop a capacity to integrate computational strategies to their design process. Within this axis, students will be endowed with a new understanding of digital technologies and their applications learning how these can be used from design generation and reiteration to task automation using visual programming tools. These tools and skills should empower them to effectively explore multiple design options, exchange data between different platforms, automate repetitive tasks, and receive reliable feedback that lead to heuristic design changes and development. Ultimately, students shall develop a particular algorithmic design thinking process that translates intuitive steps into a well-structured systematic process. All of the required and elective courses offered within this axis are in a form of studio and/or lab courses. The sequence progresses from hand-driven visualization to 2-D & 3-D digital visualization methods, to finally computation analysis and design. The latter aspect dovetails with digital fabrication in the material science and fabrication study area.

This study area offers the theoretical and practical hard skills necessary to fulfill this program's mission and empowers our graduating students to meet the global job market demand in contemporary architectural design offices.

In addition to the required courses, all students of Architecture are required to take a minimum of one elective course from this study area.

Required Courses

ARCH 223 Freehand Drawing (3 cr.)

Required for first year, fall term

This course is an introduction to the basic language of visualization and conceptual reading/representation of architecture and the built environment offering a shared inventory of mental and manual skills to enable students to further their research and applications in their future design work. The course stresses on experimentation through the exploration of the relationship between the idea or the object of representation and its graphic depiction through a particular set of media, materials, and techniques. It shall be dedicated to introducing the tools of communication, such as perspective and the behavior of light and shadow, and exposing students to the different media inviting them to learn their essential characteristics and potentials. Media that shall be focused on are pencil,

charcoal, with concentration on freehand sketching. Students are also expected to acquire and appreciate the values of neatness and graphic composition.

ARCH 233 Technical Drawing (3 cr.)

Required for first year, fall term

During this course, students shall learn and apply the principles of Descriptive Geometry to illustrate and communicate their ideas and/or objects of representation within a measurable paradigm. Orthographic projections and axonometric drawings shall be mastered. Resolving intersections of complex geometric solids and constructing the resulting physical model form part of this spectrum of knowledge skills to deepen students understanding in the field of descriptive geometry and the three dimensional visualization of complex geometries. Application of these principles shall be crowned through a study and technical representation of world-renowned Architectural projects. Accuracy, neatness, and a balanced composition of the outcome shall form the underlying backbone of the skill acquisition during this course.

ARCH 224 Architectural Communication (4 cr.)

Required for first year, spring term

Co-requisites (ARCH 223 & ARCH 233)

Building on the skills acquired in sketching and technical drawing, this course shall develop the fundamentals of architectural communication depicted through the abstract and system thinking, spatial training, abstract visualization, and visual training. Accordingly, the course is expected to explore the two-way stream between conceptual/abstract and systemic thinking on one hand and abstract representation on the other. More specifically and upon the successful completion of this course, students will be able to exploit the different characteristics of the medium in use, analyze architecture design and represent graphically its essential characteristics, masterfully apply the principles of graphic composition, and understand and apply the principles governing the relationship between conceptual thinking and abstract representation. Building curiosity (hunger for knowledge) and perusal of questions through applied research form the backbone of the course.

ARCH 313 Computer Aided Design I (3 cr.)

Required for first year, spring term

Prerequisites (ARCH 233)

This course is an introduction to an overview and concepts of Computer Aided Design in lectures and exercise form. It enables the students to execute various 2-D digital architectural drawings. The course will comprise basic computer aided drafting skills using the latest release of CAD software including: file management, Cartesian coordinates system, drawing setup, drawing aids, layer usage, drawing 2D geometric shapes, editing objects, array, text applications, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting.

ARCH 324 Digital Communication (3 cr.)

Required for second year, fall term

Prerequisites (ARCH 313)

This is the second computer aided design offered course stressing on advanced digital communication and computation skills. This course introduces students to 3D Mesh

Modeling in Google Sketchup, Vray rendering and vector/pixel drawing management, and editing and layout design through Adobe suite interfaces (Photoshop, Illustrator, InDesign). This Course will not only give students the necessary tools to explore design concepts through digital modeling but also plan, design and manage their visuals and layouts, as well as creating professional e-portfolios and digital resumes.

ARCH 403 Computer Modeling (3 cr.)

Required for third year, fall term

Prerequisites (ARCH 324)

This course is aimed at providing the students with advanced knowledge, aptitude and skills required to use a range of fundamental computational modeling skills in Architecture and Design. The course shall focus on applications in the family of "NURBS" or more simply "surface and solid" modelers that is called Rhinoceros or just Rhino for short. It will be covering all main 3D and experimental advanced modeling approaches in Rhinoceros as well as introducing parametric design modeling and Knod modeling on Grasshopper. At the end of the course, students are expected to operate, analyze, model and manipulate complex shapes in design.

ARCH 404 BIM- Revit (3 cr.)

Required for third year, spring term

This course applies the fundamental concepts of creating Building Information Modeling (BIM) through the application of tools in Revit architecture. The Autodesk Revit platform offers a wide range of functionality, and supports a BIM workflow from concept to construction. During this course and by working on and towards a comprehensive design project, students will learn to create an intelligent 3D virtual model that represents building facilities, and to integrate project data across the full range of architectural documents. Furthermore, students will learn to apply a comprehensive set of analysis leading to a more informed and sound design decisions. In the process, students will carry a complete overview of all building parts and building performance on structural, thermal, and lighting levels. By the end of this course, students are expected to understand the core concept of BIM to apply it to their own projects and design practices.

Elective Courses

ARCH 312 Intermediate Architectural Photography (3 cr.)

The course provides students with understanding related to black & white and color photography. The course consists of a series of lectures explaining the technical aspects of cameras such as using light meters, apertures, different lenses, etc. Practical experience will ensure that students learn how to apply and manipulate these aspects during field trips. The students will be familiarized with the work of masters and will understand their different approaches through discussions in class.

ARCH 513 Parametric Design (3 cr.)

Prerequisites (ARCH 324)

This design and technology seminar provides a foundation for understanding and using of parametric design in architecture as well for other design practices and fields. Through learning the language of "Parametric Design," its history and development, and computational techniques students can expect to develop fundamental knowledge of the

importance for designing with parametric tools. Students shall develop an expertise with parametric techniques to suit their own design intentions and practices. The associative parametric designs and strategies are achieved through learning the foundational all through the advanced tools, techniques, and methods. By establishing the concepts and skills required to think, design, and prototype projects using associative parametric design technologies students will gain facility, precision and control for taking their designs from concept to implementation.

ARCH 613 LISP & Other Programming Environments (3 cr.)

Prerequisites (ARCH 324)

The intent of this course is not to train students in a particular CAD program or design view but to prepare them for the difficult task of designing and changing CAD programs for their personal use or to needs specified by other architects. In this respect, using programming tools, one can “transcend the factory set limitations of current 3D software. The emphasis of this course will be on principles. All exercises have the purpose of illustrating one particular aspect of design computing. Accordingly, the course shall mainly cover LISP as a computer programming language. Students shall learn the symbols and various operations that define the vocabulary of the programming language and the way its syntax specifies the valid patterns. In addition, students shall be exposed to VisualScheme, an interactive programming environment that accompanies the architect from the learning phases to the advanced uses and that can be explored in pedagogic, research, and industry settings.

HISTORY AND THEORY

This study area explores the relationship between design, history, and theory through a broad range of courses in which the analysis of buildings, cities, landscapes, and texts supports the articulation and criticism of fundamental concepts, methods, and issues. Historical and contemporary projects and writings are studied in context and as part of the theoretical discourse of architecture. Accordingly, this study area investigates subjects that deal with the history of architecture and art, as well as the theoretical and political presuppositions informing that history. Offerings range in content and method. Some are motivated by questions derived from the problems of contemporary practice. Others investigate a body of historical material in ways that develop analytical skills applicable to a wide range of topics raising questions concerning the built environment: how it is created, what it means to the people who make it, what it tells us about history, how it responds to ideas, desires, and needs of people living at a particular time, and how at the end of the day, it informs our design as a scholarly work.

In this respect, the set of courses (both required and optional) forming the body of this study area locates architecture within social, ideological, creative, political, material and technological, theoretical and urban processes. In doing so, it explores the boundaries of what might be regarded as legitimate architectural objects of study, and the effects of different modes of historical interpretations upon the discipline and beyond.

In this perspective, we explore the material aspects of architecture (structure, design, technology, etc.), the intellectual, philosophical, and social conditions that bring it into being, as well as the significant issues in current disciplinary thinking. Our courses cover a vast number of topics, from prehistoric grave mounds to contemporary issues and themes. The second year of study includes a broad survey of a world history of architecture, art, and the city (Arch 307 & 308). The rich history of Tripoli takes a special attention in this track. This study area is approached from an interdisciplinary perspective.

The student will not only develop an understanding of how the built environment has been shaped in the past and in the present, but also will grasp the necessary affinity of the forces that will shape it in the future. Through the rigorous application of research and analysis, students will study spatial design in the broadest context examining the environmental, social, cultural, economic, political, technical and aesthetic influences on the design process as well as on the "finished product" itself.

In addition to the required courses, all students of Architecture are required to take a minimum of one elective course from this study area.

The main general outcomes of this track are:

- Understand how designs are the result of the cultural, social and economic context in which they are conceived and produced
- Formulate solid research questions
- Apply scientific research methods that will help any historical and/or theoretical investigation
- Write sound papers
- Apply design as a research method in the investigation of historical buildings/artifacts
- Develop the signification for judging the merits of buildings or building projects.

Such reasoned judgments are an essential part of the architectural creative process.

Required Courses

ARCH 317 World History of Architecture I (4 cr.)

Required for second year, fall term

Prerequisites (ENGL 101 or equivalent)

This course is a requirement course for second year architecture and interior design students. The World History of Architecture I is the first in the series of history courses.

Although History is often associated with the notion of time (past, present and future) this course deviates from the chronological traditional timeframe and aims at a THEMATIC categorization of historical architectural artifacts.

The study of history is not aimed at for the "knowledge" of the past as a narration of the history of architecture, nor that of the architects themselves, but rather as an **insightful look and a comparative analysis of the various factors and forces** that has led to a certain specific solution called 'TYPE'.

The course investigates a new mean for studying **ARCHITECTURE** and **DESIGN** through the history of architecture. The goal is not limited to the study of historical examples as a historical architectural evolution of the types, but rather an encounter and a close reading and study of precedents of architecture. Realizing that architecture embodies in itself the duality of making its own history and the history/past of its typology, every building is a precedent and a continuity of an earlier 'precedent.' Due to its very singular specificity in place, space and time, it became what it is/ was and becomes by itself a precedent for what will follow, not in the formal / stylistic means, but in every aspect of its being. Revisiting historical precedents, wishes to decipher, assess and experiment with the "raison d'être" of architectural production looked at through a contemporary eye, with an attempt to read, analyze and re- present it using the language of architecture (2D drawings: plans, sections, diagrams) and 3D conceptual models.

The course **ARCH 317** as mentioned earlier is to be followed by WORLD HISTORY OF ARCHITECTURE II ARCH 318.

The division is obviously not a chronological one, but addresses a higher complexity and diversity in the themes to be addressed; while the first one focuses on the idea of **DOMUS** (for Gods, Human beings and the Dead), ARCH 318 addresses two main themes, the tectonics of architecture (walls, floors, openings, skin, site etc.) and the themes related to technological progress, social and cultural implications and effects on the discipline of architecture.

ARCH 318 World History of Architecture II (4 cr.)

Required for second year, spring term

Prerequisites (ARCH 317 & ENGL 201)

Following the same approach and methodology of its pre requisite, this course focuses on three major topics/themes: The Tectonics of Architecture, Functionalism & Aesthetics, and the stirrings of urban consciousness from the earlier vernacular societies to the establishment of the modern urban city. Through these modules, students are introduced to seminal writings and texts that had a major role in shaping the architectural thought and the structuring of cities through time. Major emphasis will be put on research and communication skills, of which writing papers is central.

At the end of the course, students are expected to acquire sharp analytical and inquisitive skills, by which they are able to indulge in research leading to the formulation of a design synthesis that reflects a convincing understanding of the effects of socio-cultural and technological / scientific progress on the complexity of the Architectural discourse in space and time.

ARCH 328 Principles of Sustainable Architectural Design (3 cr.)

Required for second year, summer term

This course primarily focuses on the principles and steps an Architect must take in order to create a sustainable building from its initial design through construction, occupancy, and all the way to demolition, via focusing on design for lightness, design for reducing, and design for reusing. During this course, students shall learn a design practice informed by vernacular architecture and centered upon the mission of creating buildings with increased efficiency of resources such as energy, water, and materials, while at the same time using eco processes that are environmentally responsible and resource-efficient. The course shall cover the process of designing for sustainability through an integrative design approach encompassing the following steps: improved site location, sustainable design parameters, sustainable construction methods, sustainable material and finishes, Life Cycle Assessment, envelope analysis and design, building energy measurements and auditing, and most importantly by applying major passive rather than active sustainability measures.

ARCH 407 Contemporary Architectural Theory (3 cr.)

Required for third year, fall term

Prerequisites (ARCH 318, ENGL 201)

Theory can be used as justification, as propaganda, as a guide for practice, as a set of principles, as a vehicle of thoughts, as a platform for debate, and as an architectural project in itself. This course explores the changing role of theory within the discipline of Architecture while providing an overview of the principle theories that have informed, animated, or

destabilized recent architectural and urban discourses- both in the practice and educational fields over the course of the twentieth and twenty-first centuries. Focusing on key figures, movements, and texts, this course aims to furnish students with a set of questions, techniques, and tools for criticism and self-critique.

ARCH 507 Urban and City Planning (3 cr.)

Required for fourth year, fall term

Prerequisites (ARCH 402, ENGL 201)

Despite their infinite variety, all cities- from the first settlements to the modern megalopolis- serve and are essentially a reflection of a number of functions to their citizens, namely: social, political, legislative, cultural, and economic. The purpose of this course is to provide students with a basic theoretical framework to enable them to read, investigate, and understand the complexities of the city with its components. Through a set of case studies, students shall realize how- - Urban and City Planning as a practice (both through physical interventions and policies) is affecting positively or negatively the life of its citizens.

Starting from the genesis of cities and passing through the main normative and descriptive theories of city form and its analysis through a certain number of case studies, at the end of the course the students will have the capacity to: read and understand the urban form through different theoretical lenses, know of different forms of transportation systems and their positive and negative impact on the urban life and city form, and appreciate the impact of the citizens involvement in the urban choices.

Elective Courses

ARCH 338 Forms in Architecture (3 cr.)

Prerequisites (ARCH 318)

This course treats architecture as an end in itself- to serve neither as a history nor as a theory but as a pragmatic “theory of the project,”- a comprehensive guide and reflection upon a generic repertoire of ideas in architecture found both in practice and in academia. Students are expected to gain an understanding of a range of phenomenon that have been encountered in our building/design culture over a wide span of time. The study of form in Architecture shall be grounded in the philosophical thought of Rudolph Arnhem, Ernst Cassirer, Husserl, Heidegger, Gaston Bachelard, Michel Serres and Merleau Ponty. Space, spatial concepts and their interpretation (depth, density, interpenetration, assembly and composition, along with Loos’ Raumplan and Le Corbusier’s plan libre), tectonic expressive character of building materials (stone, concrete, brick, wood, glass, and steel), light and shadow, and the conditions of “re-vestment” shall form the material of this theory of the project under investigation. Students are expected to submit a term paper undertaking a project for analysis and presentation at the end of the semester.

ARCH 508 Principles of sustainable Urban Development (3 cr.)

Prerequisites: senior standing

The course introduces crucial elements and resources in sustainable urban environment, including green economy, energy, water, sanitation, waste management, technology, information technology, infrastructure, pollution, climate change and disaster management, transport issues, urban land management and

biodiversity. The course also explores specific factors relating to Sustainable coastal regions and suburban developments, and explores sustainable ratings and sustainable urban design initiatives related to resources (sustainable sites, water efficiency, indoor air Quality, Energy and Atmosphere, sustainable Envelope, sustainable Materials and resources etc...)

ARCH 517 Landscape Architecture (3 cr.)

Prerequisites: senior standing

The course intends to tackle landscape from different perspectives using different tools with wide spectrum of theoretical and practical knowledge. It is an overview of the development of landscape design through time, with a survey of ideas, principles and practical considerations generating major landscape design forms, in classical and modern periods. It is a continuous intellectual and practical investigation on means of creation and projection during the landscape design process.

ARCH 518 Cities, Planning and Urban Life (3 cr.)

Prerequisites (ARCH 507)

This course is a study of the actual planning processes, issues and problems, urban and regional zoning, and demographical projections, with comparative studies of regional, or international, and planning building on case studies. Accordingly, it introduces social science theories and analysis methods and uses case studies along the semester to examine how people, communities, and governments plan a city. Comparative analysis helps bring a broader assessment to the issues in question. This course focuses on describing, explaining, and ultimately understanding cities and regions using cities. The city is unique, yet exemplifies many of the qualities and conflicts that make urban areas interesting. To analyze the structure and development of the city and its region the course draws upon theories and methods of several social science disciplines including economics, geography, political science, anthropology, and sociology. Specific topics presented and discussed in this course are drawn from urban history; urban sociology; economics of urban and regional growth; urban and regional structure; urban form and function; urban government and politics; and the planning profession.

The overall objective of the course is to stimulate thinking about the complexity, role, values, and problems of urban and regional systems, and to raise awareness about the importance of planning and designing for quality urban environments.

ARCH 528 Architecture Heritage of Tripoli (3 cr.)

Prerequisites (ARCH 317)

Focusing on the city of Tripoli, the course shall approach the city in parallel to Arab cities as well as to cities sited on the Mediterranean. It shall cover the following themes:

- 1- The city and the urban fabric through history: Tripoli through historical eras (architecture, planning, social and economic transformations).
- 2- Contemporary realities: urban growth and its impact on the heritage and historical fabric.
- 3- Architectural landmarks in the city
- 4- Management of heritage preservation and the difficulties faced

- 5- Visions and prospects of exploring its future: Development of urban policy and the role of the city between globalization and local assets

ARCH 537 Architecture of the Islamic World (3 cr.)

Prerequisites (ARCH 317)

The course approach is similar to courses ARCH 306 & ARCH 307 with a main focus on the architectural production over the periods from the Prophet Mohamad's hijra to Madinah reaching the Ottoman period.

ARCH 617 Theories of Urban Design (3 cr.)

Prerequisites (ARCH 507)

This course examines the 20th century built environment from individual buildings to large-scale urban designs. Taking the Modern Movement as the century's central architectural and urban design event, the course considers how the theory and practice of modernism both evolved and departed from 19th century movements, created new building techniques and technologies, radically reorganized urban forms and functions, dramatically redefined the role of architect and planner, and was subsequently rejected and resurrected. The forms, functions, and meanings of architecture and urban design are examined within their artistic, social, political, and economic contexts.

ARCH 618 Urban Ecology and Cities of the Islamic World (3 cr.)

Prerequisites (ARCH 507)

This course examines Islamic architecture and urban planning as shaped by environmental constraints in various areas and different climates and deducing principles that are applied architectural design practice. It examines the environmental strategies behind the design of selected examples ranging in scale from the scale of the region to the level of architectural tectonics passing by the levels of the city, the house and the garden. It explores the social, cultural, symbolic, and psychological dimensions of environmental design as they developed over time to enrich, modify, or even obscure their functional origins.

ENGINEERING

The aim of this track is to equip our graduates with the following capabilities:

- Identify, formulate, and solve problems applying scientific and engineering principles and concepts.
- Use the techniques, skills, and modern engineering tools necessary for engineering practice.
- Demonstrate strong architectural, scientific and technical knowledge, coupled with a solid background in project methodology, building construction techniques and architectural design.
- Understand the impact of engineering solutions in a global, economic, environmental, and societal context.
- Bridge theory and practice and integrate scientific and technological considerations into the design process

- Integrate design and construction process creatively: Study and design a project to meet desired needs within realistic constraints such as economic, environmental, social, ethical, health and safety, manufacturability, and sustainability.
- Lead and collaborate with the team of engineers and project managers involved in the design and construction activities.
- Ready for post-graduate studies.

Required Courses

ARCH 205 Statics and Mechanics of Materials (3 cr.)

Required for first year, fall term

Prerequisites (MATH 110)

This course seeks to develop informed intuition for structures by emphasizing underlying concepts and synergy of form and structure and encourage creative design integration. The course also aims to convey engineering concepts for analyzing of basic structures and for an effective communication with engineers. Students will conduct also various design experiments related to the topics that they have learned during lectures.

ARCH 225 Structural Mechanics and Analysis (4 cr.)

Required for first year, spring term

Prerequisites (ARCH 205, PHYS 101)

The course is a continuation and intensification of Statics and Mechanics of Materials course (ARCH 205). The course introduces students to the tools used to analyze structures. The overarching goal of the course is to advance the understanding of structural behavior and to enhance the ability to apply structural analysis methods to structural systems. It tackles the fundamentals of structural analysis including types of loads, the internal loadings in structural elements and deflection of structures. Students will conduct also various structural design experiments related to the topics that they have learned before during lectures.

ARCH 315 Concrete & Steel Structures (3 cr.)

Required for second year, fall term

Prerequisites (ARCH 225)

This course addresses the review of concrete and steel structural systems, and the selection of specific applications for structural design projects applicable to a real life situation. This course also tackles the fundamentals of reinforced concrete and steel design methods used in current engineering practice. The comparison between theoretical design and code compliance (Concrete/ACI, Steel/AISC) for detailed design is covered as well.

ARCH 306 Building Structures and Seismic Design (3 cr.)

Required for second year, spring term

Prerequisites (ARCH 315)

This course seeks to develop students' understanding of building structures and selection criteria for appropriate systems; in addition to integration of structures with architectural objectives; conceptual design of structures for gravity and lateral wind and seismic loads. This course covers the selection of specific applications for the design of structural systems

in conjunction with architectural design projects, or as applicable to a real life situation.

Comparisons

between theoretical design and code compliance, as well as the selection of one structural system (Concrete/ACI, Steel/AISC, or other) for detailed design, are covered.

ARCH 405 Mechanical Design of Buildings (3 cr.)

Required for third year, fall term

Prerequisites (ARCH 230)

This course is divided into two parts. The first one represents an introduction to heat transfer, buildings thermal behavior and performances, HVAC systems and their role for sustainable constructions. The second part is related to plumbing and drainage systems including design, calculation and precautions for ideal systems.

ARCH 406 Electrical Design of Buildings (3 cr.)

Required for third year, fall term

Prerequisites (ARCH 230)

This course introduces the fundamental principles of Electricity, Voltage, Amperage, and Wattage. Generation and distribution of power High Tension (HT) and Low Tention (LT) will be addressed. This course tackles also the preliminary analysis, estimation and design consideration of building electrical systems. In addition to highlighting the electrical requirements and distribution in buildings and the related execution problems, the course covers sustainable tools/technologies and measures in reducing power consumption with exposure to preliminary calculations of costs and savings.

Elective Courses

ARCH 512 Surveying (3 cr.)

The course provides students with knowledge and some experience about measurement methods, surveying instruments, leveling, topographic surveying, triangulation, etc.

ARCH 515 Structural Technology I (3 cr.)

Prerequisites (ARCH 306)

This course tackles the basic principles of statics, strength, and stiffness. Students will study the basis behavior of beams and columns. The course seeks to develop a qualitative as well as quantitative understanding of structural analysis and serves as an introduction to Structural Technology II.

ARCH 516 Structural Technology II (3 cr.)

Prerequisites (ARCH 515)

This course tackles the study of gravity and lateral structural systems through case studies in steel, wood and concrete construction, and helps understand how the structures withstand forces. Students will develop the structure to support their own studio work, calculate loads, and design simple elements like beams and columns.

ARCH 525 Advanced Structures (3 cr.)

Prerequisites (ARCH 515)

This course seeks to develop students' understanding of building structures and selection criteria for appropriate systems. Different systems, such as steel structures, wood structures and composite materials will be addressed.

ARCH 615 Acoustics (3 cr.)

Prerequisites Senior standing

This course is a survey of basic acoustical systems, theories, acoustic properties of different materials used in buildings and their consequences on noise reduction, as well as a study of the properties of acoustical spaces, such as theaters or concert halls.

ARCH 616 Environmental Engineering (3 cr.)

Prerequisites Senior standing

This course seeks to teach students the fundamental concepts in environmental engineering dealing with water, air, and land pollution, and other areas such as ecology, global warming, environmental regulations, renewable and nonrenewable energy resources, and sustainability. The course also includes how an engineer should be environmentally responsible. Students will learn about architecture, passive design, environmental physics, environmental systems in buildings and the effective use of energy and materials.

ARCH 625 Lighting Design (3 cr.)

Prerequisites (ARCH 406)

This course addresses the analysis of the basic electric concepts, with emphasis on energy management, electric ratings and capacity, and lighting systems and different lighting equipment, and methods for building electrical systems.

MATERIAL SCIENCE AND TECHNOLOGY

Civilization in general and architecture in particular advance through cycles of perpetual change in material and technologies. If Architecture is integration between art and science, there is nothing more intimately related to science in architecture than the science of material.

It is within such a frame of reference that our program approaches the education of our graduates in this study area: materials are the foundation of Architecture. If innovation in architecture is driven by responding to social and environmental challenges, an in-depth understanding of material and its related technologies as well as the capacity to reform these materials is key to this innovative response.

Accordingly, this study area is expected to prepare our graduating architects to pursue material innovation in their post-graduate studies on one hand and/or to meet the expectations of the construction industry both in Lebanon and the region.

In accordance with the above-mentioned directive, the purpose of this study area is to ensure that after completion of this track, the student has:

- deep knowledge of traditional and contemporary intelligent materials that are green and energy efficient through their properties & characteristics, potential defects and way to detect them, processes of fabrication, use and limitations of the technologies behind their production, manipulations as well as processes and detailing for assembly.
- ability to create architectural designs informed by an understanding of the technical requirements and aesthetic potential of the selected material and a sensitivity towards cost
- adequate knowledge of physical problems, technologies and of the function of buildings so as to provide them with internal conditions of comfort and protection against the climate
- ability to argue scientifically about the selection option of materials and methods of assembly and detailing
- understanding of the behavior of the material within its environment
- understanding of the scientific methods of investigation towards material innovation

An understanding of the field of innovation in material science and technologies that are associated with the profession is also part of the general skill outcomes of this study area. This develops the student's working life skills and promotes a career path with options to either work as an employee in the private or public sector or as an entrepreneur.

Required Courses

ARCH 219 Introduction to Materials (3 cr.)

Required for first year, fall term

Prerequisites (CHEM 101)

This course offers an introductory overview of the principle materials used in the construction industry of today. More specifically, the course introduces the properties of the main classes of materials: metals, ceramics, polymers and composites with special focus on steel, concrete, brick, glass, plastic and wood. Fundamental characteristics of these materials are explained along their structural, mechanical, physical and chemical properties as well as along their behavior and long-term performance. At the end of this course, students will gain a comparative knowledge of material properties and will be able to apply the learned principles in architectural design and construction. In addition, students will be able to describe the relationship between material properties and building form, evaluate the effect of the environment on service life performance, properties and failure modes of these materials, and finally make sensible and well-founded choice of materials to meet prescriptive and performance-based requirements.

ARCH 230 Design in Construction I (3 cr.)

Required for second year, fall term

Prerequisites (ARCH 219)

This course deals with the response of building envelopes to surrounding environmental factors; covering in detail the components of the envelope: Substructure, superstructure, internal construction and finishes. This course is also an introduction to construction detailing. The aims of the course are for students to carry a basic knowledge of building construction and conventional structural systems and domestic services and to make informed decision on material choices and energy transfer mechanisms. At the end of the semester, students should be able to demonstrate a synthesis of their understanding through a design project with relevant analytic details.

ARCH 319 Design in Construction II (3 cr.)

Required for second year, spring term

Prerequisites (ARCH 230, ARCH 313)

A combined lecture and studio course consisting of: recent building technologies, materials, finishing work and materials, and the methods, contents, and presentation of professional construction documents including execution drawings, details and schedules. The course covers building components such as floors, roofs, walls, doors, windows, and stairs. It equips students with an adequate level of knowledge and applications in the processes and procedures for building component and the multiplicity of ways that they impact architectural design. Students will get an exposure to the general construction practices by undertaking site visits. After completing this course, students will be able to: describe the relationship between drawing and construction, identify the different types of construction drawings, and use traditional and by building a synergy with the concurrent CAD I use computer aided drafting techniques to produce basic construction drawings.

ARCH 320 Design for Execution (3 cr.)

Required for second year, spring term

Prerequisites (ARCH 319)

A combined Lecture and Studio course consisting of: implementation of architectural design project in construction and detail plans considering technical requirements. The course covers overview plan, site plan, sections and elevations, wall sections, staircase details, different (doors, windows, finishing) schedules, and other project related details.

Elective Courses

ARCH 409 Building Systems Technology (3 cr.)

Prerequisites (ARCH 319)

This subject introduces students to the properties, behavior and testing of construction materials and the principles of heat, light and sound as they apply to building design. Students explore the important link between ecologically sustainable design and construction material choice during the design process. This includes an examination of the durability and life-cycle of construction materials and the embodied energy and energy efficiency of various design options and construction methods.

ARCH 509 Technological processes and fabrication

Prerequisites (ARCH 324)

This course builds on the convergence of architecture design with science and technology. It investigates the key role computation plays within complex design synthesis. Students are introduced to highly advanced coding, fabrication and robotic skills, aimed at computational and technological fluency. Simultaneously, students are exposed to larger theoretical underpinnings specifically tailored to their inquiries. This course will also introduce students to digital design and fabrication techniques within the context of contemporary art and design. Through a series of technical demonstrations, students will make connections between computer-aided-design / computer-aided-manufacturing (CAD/CAM) software, digital fabrication technologies and the physical world. Students will complete a series of projects exploring 3D modeling, CAD applications, 3D scanning technologies, and experimental approaches to digital model generation. Simultaneously, digital models will be made physical through additive and subtractive fabrication technologies including 3D printing, CNC milling, and laser cutting.

ARCH 510 Material Science and Application in Architecture (3 cr.)

Prerequisites (ARCH 409)

This course looks into architectural innovation within a context where design, composition and modes of production for scales from wearables to buildings have radically changed due to an increasing sophistication and pervasiveness of computationally driven design and fabrication technologies. During the semester, material systems are examined for the ability to act in a responsive manner, by instrumentalizing their native material composition as well as introducing technologies for sensing and geometric transformation. Students are expected to research in the way materials can be responsive to degrees of morphability and in how their extra-systemic qualities are transformational when placed in different contexts or experienced in different manners. Collaborative project-based research prioritizes design through examination, ongoing iteration and calibration of experiments, both virtual and real.

ARCH 519 Building Envelope (3 cr.)

Prerequisites (ARCH 409)

This course focuses on the application of building science principles to the design of high performance building enclosures, and examines various elements that mediate between the interior and exterior environments, both above and below the ground, in manners appropriate to their intended function and performance, with a focus on wall assemblies, roofs, window systems, facades, finishes and cladding, and tackles Envelope Energy auditing and integral performance assessment and measurements, etc... Case studies of building enclosures illustrate the importance of having an integrative understanding of innovative building materials and building processes in order to identify strategies to achieve high-performance building envelope in various climates.

ARCH 520 Experimentation with Materials (3 cr.)

Prerequisites (ARCH 510)

This course provides a culminating experience for students approaching completion of the materials science and Technology track. Review and study of experiments are undertaken in a variety of areas from the investigations on building materials to corrosion science and

elucidate the relationships among structure, processing, properties, and performance. The principles of materials selection in design are reviewed.

ARCH 619 Architectural Conservation (3 cr.)

Prerequisites (ARCH 319)

The course provides students with the required understanding of processes and tools to deal with the conservation of Architectural buildings. The development of materials and building techniques will be presented. The problems of contemporary building methods will also be addressed as case studies.

ARCH 620 Theories in Material Systems (3 cr.)

Prerequisites (ARCH 510)

A material system is an assembly where interactions of matter and energies compute form, driven by complex constraints and feedbacks from manufacturing, environment and human interaction. The course covers constitutive relations for electro-magneto-mechanical materials. Fiber-optic sensor technology. Micro/macro analysis, including classical lamination theory, shear lag theory, concentric cylinder analysis, hexagonal models, and homogenization techniques as they apply to active materials. Active systems design, inchworm, and bimorph.

PROJECT MANAGEMENT

Elective Courses

ARCH 511 Professional Practice (3 cr.)

Professional Practice Management course introduces students to the fundamental principles of establishing and leading an architectural firm business practice including establishing its business strategic vision and direction, managing its organizational and financial structure, meeting its ethical , legal, and professional responsibilities, managing its phases and finances, marketing and selling its services, managing its operations and risks, adhering to its standards and regulations (environmental, zoning, and etc..) , building up professional leadership skills , developing and administering professional contracts (AIA), and establishing integrated procedures to control project design and construction documentation.

ARCH 611 Project Management (3 cr.)

This course provides students with a solid background in contemporary Project Management tools, techniques, and best practices, while specifically preparing them to acquire the integrative knowledge and basic skills needed in the coordination necessary during the complex process of transforming a program into a building. Students shall be familiar with the tools and techniques necessary to initiate, plan , track, analyze, measure project's performance, form and manage project's teams, lead the decision-making , identify project 's stakeholders, administer design and construction contracts, manage resources ,manage the communication process, resolve conflicts, manage, monitor, and control all PMI / PMBOK processes and knowledge areas, evaluate and analyze change orders through mastering the change control and change management processes, manage project quality, and identify and manage risks, prepare and monitor the project schedule and budget.

ARCH 621 Design Management in Real Estate Development (3 cr.)

This course provides a basic understanding of the importance of design in real estate development. Design is discussed at different scales of the built environment from industrial products and objects, to interiors, architecture, landscape architecture, and urban design. A special emphasis is placed on the role of the design process, as opposed to design products, in real estate project development, from initial needs assessment through project implementation.

LEGAL

Required Courses

ARCH 414 Building Codes and Laws (3 cr.)

Required for third year, fall term

Offered in Arabic

Rules of law govern many aspects of architecture and engineering. An understanding of legal rules and ethical constraints provides a framework for facilitating the procedures to get the construction license and to build according to the legal technical conditions required in each area. This course focuses on the organization and operation of the Lebanese legal system, legal rules and ethical constraints that impact architecture and civil engineering, and the practical application of these rules and constraints to real-world situations. Emphasis is placed on analytical problem solving and ethical decision-making.

INTERNSHIP COURSES

Required Courses

ARCH 001 Internship I: Material Workshops

Prerequisites (ARCH 219)

This course offers an in depth knowledge of local materials production and uses through a direct students' involvement in related workshops. Organized by group of 4 or 5, students will visit at least 5 manufactures/workshops dealing with different material. An instructor will supervise the students throughout the internship period. Students will need to submit a detailed and individual report concerning all discovered materials and their manufacturing process as well as companies' profile and organization. The faculty will assist students in their search for appropriate internship experiences; however, it is the students' responsibility to secure employment.

ARCH 002 Internship II: Construction Sites Visits

Prerequisites (ARCH 001, ARCH 319)

This is a 2 months' full time internship where students are exposed to site work. The aim is to provide students the opportunity to acquire a hands-on experience in contemporary construction practice and site management. Students will be exposed to modern construction tools, professional and ethical responsibility. This internship will allow students to understand the impact of architectural design and solutions in a global, economic, environmental, and societal context. This experience will also enhance their ability to work in multi-disciplinary teams. Students must document this experience by submitting a report to the instructor of record. The faculty will assist students in their search for appropriate internship experiences; however, it is the students' responsibility to secure employment.

ARCH 003 Internship III: Local Design Office/ Execution Drawings

Prerequisites (ARCH 002, ENGL 201, ARCH 320)

This internship is a 2 months, full-time summer work experience under the direct supervision of a registered architect. The aim is to provide students the opportunity to experience a working environment in an architecture firm in order to observe and apply their knowledge and skills. Students have the option to be involved in the variety of design stages from the preliminary conceptual design stage all through execution drawings and detailing. Students must document this experience by submitting a report and a portfolio with letters of recommendation from the supervising architect to the instructor of record. The faculty will assist students in their search for appropriate internship experiences; however, it is the students' responsibility to secure employment. The faculty approval on the host company is mandatory.

ARCH 004 Internship IV: Regional Design Office

Prerequisites (ENGL 201)

The regional internship is an opportunity for students to gain practical experience in a new environment and expand their knowledge and skills as well as their professional networks. This allows them to advance their pursuit of a career by offering them new perspectives and possibilities. By the end of this course students will be able to:

- Integrate work experience with professional development and personal growth
- Reflect critically on their contributions to their internship organization
- Work effectively and collegially as a part of a team
- Analyze the transnational and intercultural dimensions of their host agency work

During this internship, it is recommended that students be involved in all design stages as well as site visits, documentation, client presentation, meetings, clerical work and administration tasks in order to gain insight into the day-to-day functioning of a firm.

This internship program is an important aspect of students' professional development and leadership skills. The practical experience gained is expected to complement and enhance the academic program.

Students must document this experience by submitting a weekly report and a portfolio as well as a pre-defined list on approved executed task from the supervising architect to the instructor of record. The faculty will assist students in their search for appropriate internship experiences; however, it is the students' responsibility to secure employment. The dean's approval on the host company is mandatory.

FACULTY OF Journalism and Media Communication



Faculty of Journalism and Media Communication

Faculty

Acting Dean
Ramez Maluf, PhD

Assistant Professors
Maria Habboushi, PhD

Lecturers/Instructors

Nisreen Ajam, MA
Emile Azar, PhD
Rajaa Chatah, MSc.
Robin Eid, Diploma
Carlos Ghossoub, DES
Layal Halawani, MA
Suzanne Hannouf, PhD
Zaven Kouyoumdjian, MA
Randa Mikati, MSc.
Mohamad Missilmani
Ali Nassereddine, PhD
Sarah Mostafa, MA

Malek Sharif, MA
Rodaina Othman, MELT

The Faculty of Journalism and Media Communication is home to a Bachelor of Journalism and Media Communication. AS also offers General Education courses in humanities, social sciences, natural and physical sciences, and technology that provide Azm University students with a base of general knowledge and skills for life and career. Faculty of Journalism and Media Communication Official Freshman program and Intensive English Language Program prepare incoming students to join the fields of study they choose, and its English language centers enhance their written and oral communication skills.

Organization and Governance

The Faculty of Journalism and Media Communication is led by the Dean who is supported by an Advisory Council of distinguished scholars and opinion leaders who are eminent in the academic areas embraced by the Faculty. Members of the Advisory Council are appointed by the Dean, in consultation with the President, in order to advise the Dean on matters affecting the Faculty's strategic positioning, programs, and its relationship to communities relevant to the Faculty programs.

Vision

The Faculty of Journalism and Media Communication endeavors to develop and offer programs that are recognized by the public, by accrediting agencies, and by the academic community as being first-rate.

Mission

The mission of the Faculty of Journalism and Media Communication is threefold:

1. To offer courses, and programs that will train our students to be competent, critical, ethical and socially responsible professionals;
2. To offer interesting, significant, informative, and emancipating General Education courses to all students at the University; and
3. To offer extra-curricular activities that assist in the realization of the Faculty's mission and objectives.

Teaching and Learning Strategies

The methods of instruction include a combination of class lectures, hands-on training, reading assignments, take-home assignments, in-class assignments, and lab hours that provide the students with the information, space and tools to develop their knowledge and skills. The method of teaching at the Faculty of Journalism and Media Communication is highly interactive and aims to enhance student learning and achievement. Teaching and learning strategies include but are not restricted to: cognitive and applied learning, deployment of graphic and audio-visual tools, as well as collaborative lectures and workshops.

Assessment Methods

Evaluation and assessment of the student are based on examinations, (drop quizzes, assigned quizzes, midterm, and a final), professional projects, writing assignments, research papers, oral presentations, discussions, commitment, and class participation.

Ethics and Integrity

The University is committed to the highest standards of academic integrity and expects its students to behave with honesty, integrity, and professionalism throughout the course of the program. Students are responsible for familiarizing themselves and adhering to the University's policies and regulations and to thoroughly review the University's Student Code of Conduct in the Student Catalogue.

Cheating

Students are guilty of cheating when they use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects. The unauthorized possession or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

Plagiarism

Plagiarism exists when students claim as their own the work of others. Students who fail to credit properly ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work—any part of which is not yours—constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. Students are expected to behave with integrity, honesty and professionalism in all courses and are advised to thoroughly review the University's Student Code of Conduct.

Program's Academic Plan

Admission to the Program

There are two admission deadlines a year:

- Early admission for Fall 2021–222: April, 2021
- Regular Fall Semester admission 2021–22: August, 2021

Criteria for Admission to the Journalism and Media Communication Program: Students admitted into the Faculty of Journalism and Media Communication program enter either through direct admission as sophomores or through transfer from other MEHE accredited institutions or Faculties at the University.

Direct Admission

Direct admission applies to students who are admitted directly from secondary school into the sophomore class in the Faculty of Journalism and Media Communication. Students are advised to review the Admissions section of this catalogue for complete and detailed information regarding admission to the University. All direct admissions are decided by the Admissions Office.

Transfer into the Faculty of Journalism and Media Communication

Students from other faculties at the University may apply for a transfer to the Faculty of Journalism and Media Communication and work towards Journalism and Media Communication degree after meeting the requirements of the Admissions office. Students applying for transfer must not be on probation.

Final admissions decisions into the Faculty of Journalism and Media Communication depend on the quality of the

eligible applicant pool and the number of available places for the term in question.

Academic Advisors

Every student is assigned to an academic advisor. The advisor plays the role of the student's mentor and directs students in the choice of their courses and in other academic matter. The advisor communicates and embodies the culture of the institution and guides students through the curriculum. In addition, the advisor helps students in assessing career opportunities or future graduate studies opportunities.

Course Load

Full-time students must register for a minimum of 12 credit hours per semester. Students may, under special conditions, register for less than 12 credits provided they obtain the approval of the Faculty Academic and Curriculum Committee. Students may register normally for up to 18 credits per semester. Students may also petition to register for a higher number of credits. The approval will depend on their previous academic performance (normally, second and third year students with an average of at least 80 or an average of at least 80 in the last two semesters are given such permission).

Graduation Requirements

Graduation requirements for the Bachelor of Journalism and Media Communication are the following:

- Students must have completed a minimum of 5 semesters beginning with the sophomore class
- Students must complete their degrees in a maximum of six calendar years if they began with the sophomore class. Students who fail to complete their degree programs within this specified time must petition the Faculty of Journalism and Media Communication Academic and Curriculum Committee for an extension
- Completion of a minimum of 91, or 96 credits, depending on major, for students who enter as sophomores
- 36 credits of general educational courses
- A cumulative average of at least 70 in major courses
- When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses.

Failing and Repeating Courses

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If a student fails to fulfill the graduation requirements pertaining to cumulative grade averages at the end of the senior year, and is not dismissed, he/she must repeat courses with low grades, in order to raise the overall averages to the required minimums.

Incomplete

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If at the end of a term a student is missing a major requirement of a course, such as the final examination or any other, he/she must submit a petition for a makeup along with evidence of a valid excuse. Approval of the petition is at the discretion of the Academic and Curriculum Committee at the Faculty of Journalism and Media Communication.

Once permission is obtained, the coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

Examinations, Quizzes, and Projects

All courses have final exams or final projects unless otherwise authorized by the Academic and Curriculum Committee at the Faculty of Journalism and Media Communication. Final exams need to be taken by all students in order for them to pass a course, irrespective of the accumulated grade.

Department of Journalism and Media Communication

Program Outline

The Department of Journalism and Media Communication offers a Bachelor of Journalism and Media Communication. Students receive the Bachelor of Journalism and Media Communication after successfully completing 96 credits, of which 15 credits must be in courses in the 400 level. The ASST 208 course must be taken during the student's first semester at the university

- 36 credit hours are General Education Requirements of which the following are mandatory courses:
 - a. 6 credits in English, ENGL 201 and ENGL 202
 - b. 3 credits in Arabic, ARAB 201
 - c. 3 credits in computer literacy, ASST 207
 - d. 3 credits in any Physical Education course
 - e. 3 credits in a science course
 - f. 9 credits should be taken in courses in the Humanities; those include courses in History, Philosophy, Arts, Sociology, Political Science or Psychology
 - g. 9 credits of free electives

- 42 credit hours are core Media courses:

• MDIA 201	Introduction to Media Studies	3 cr
• MDIA 202	Digital Media Literacy	3 cr
• MDIA 203	Media Law and Ethics	3 cr
• MDIA 205	Digital Production Skills I	3 cr
• MDIA 206	Multimedia Writing	3 cr
• MDIA 208	Digital Production Skills II	3 cr
• MDIA 210	Current Affairs in the Media	3 cr
• MDIA 302	Arab Media and Society	3 cr
• MDIA 303	Media and Communication Theory	3 cr
• MDIA 304	Basic TV and Radio Production	3 cr
• MDIA 305	Photography	3 cr

- MDIA 313 PR and Advertising 3 cr
- MDIA 391 Internship 1 cr
- MDIA 402 Special Topics 2 cr
- MDIA 490 Capstone Project 3 cr
- 18 credit hours of elective Media courses

Media Electives (Students choose from the following or ad hoc courses introduced by the Faculty)

- MDIA 207 Media History 3 cr
- MDIA 307 News Reporting and Writing 3 cr
- MDIA 309 Multimedia Production and Design 3 cr
- MDIA 314 Advertising Strategy 3 cr
- MDIA 315 The Art of Film 3 cr
- MDIA 316 Scriptwriting 3 cr
- MDIA 317 Pre- and Post-Production 3 cr
- MDIA 403 Broadcast Journalism 3 cr
- MDIA 411 Public Relations 3 cr
- MDIA 414 Theatrical Performance 3 cr
- MDIA 411 Public Relations 3 cr
- MDIA 418 Journalism Workshop 3 cr
- MDIA 419 Subject Specific Journalism 3 cr
- MDIA 420 Event Management 3 cr
- MDIA 421 Corporate Writing 3 cr
- MDIA 422 Media Planning 3 cr
- MDIA 423 Animation Workshop 3 cr
- MDIA 424 Directing of Actors for Film and TV 3 cr
- MDIA 425 Filmmaking 3 cr
- MDIA 426 Investigative Reporting 3 cr

Internship Requirements and Guidelines

All Journalism and Media Communication students are required to complete an internship (normally the summer following the second year). Students must provide the Faculty with an employer’s acceptance.

Normally, internships are assigned and/or allocated by the internship and placement supervisor. However, students may solicit their own internships.

Internship Guidelines

- Internships must extend for at least 6 weeks with a workload of no less than 120 hours total.
- Internships are normally completed during the summer.
- Students must comply with the working hours and days of the host company.
- A faculty member from the Department of Journalism and Media Communication will supervise students throughout the internship period.
- The internship is graded on a Pass/Fail and the grade is based on feedback from both the direct work supervisor and the faculty supervisor. The grade is not calculated as part of the student’s overall GPA.
- The internship is graded on a Pass/Fail and the grade is based on feedback from both the direct work supervisor and the faculty supervisor. The grade is not calculated as part of the student’s overall GPA.

Degree Plan (96 credits)

Bachelor of Arts in Journalism and Media Communication

First Year (33 credits)				
Term	Course#	Course Name	Credit	Pre/Co- requisite(s)
Fall	MDIA 201	Introduction to Media Studies	3	ENGL 201
	MDIA 203	Media Law and Ethics	3	
	MDIA 205	Digital Production Skills	3	
	MDIA 210	Current Affairs in the Media	3	
	ENGL 201	English Communication Skills I	3	
	ASST 207	Computer Literacy	3	
	Total			18
Spring	MDIA 202	Digital Media Literacy	3	ENGL 201
	MDIA 206	Multimedia Writing	3	ENGL 201
	MDIA 208	Digital Production Skills II	3	MDIA 205
	ARAB 201	Arabic	3	
	ENGL 202	English Communication Skills II	3	ENGL 201
	Total			15
Second Year (28 credits)				
Term	Course#	Course Name	Credit	
Fall	MDIA 302	Arab Media and Society	3	MDIA 201
		General Education	3	
		Major Elective	3	
		Free Elective	3	
	Total			12
Spring	MDIA 303	Media and Communication Theory	3	ENGL 201
	MDIA 304	Basic TV and Radio Production	3	
		Major Elective	3	

		General Education	3	
	PHED 203	Fit and Well for Life	3	
		Total	15	
Summer	MDIA 391	Internship	1	
		Total	1	
Third Year (35 credits)				
Term	Course#	Course Name	Credit	
Fall	MDIA 305	Photography	3	
		General Education	3	
		Free Elective	3	
		Major Elective	3	
		Major Elective	3	
		Major Elective	3	
		Total	18	
	MDIA 313	Public Relations and Advertising	3	MDIA 201 and MDIA 205
Spring	MDIA 402	Special Topics	2	
	MDIA 490	Capstone Project	3	
		Major Elective	3	
		General Education	3	
		Free Elective	3	
		Total	17	

Journalism and Media Communication Courses

All Journalism and Media Communication courses have prefixes according to the discipline. For example, media courses have a MDIA prefix.

A detailed description of courses under each discipline is available in the following section.

Course Descriptions

Core Courses

MDIA 201 Introduction to Media Studies (3 cr.)

This course introduces students to the history and current structure of the key media sectors within which they will develop careers. The course will deliver core knowledge about the changing economic, political and technological environments within which media content is produced and consumed; it exposes students to experienced practitioners in a range of media sectors. Prerequisite or Co-requisite ENGL 004

MDIA 202 Digital Media Literacy (3 cr.)

This course instructs students how to critically and effectively access, analyze, evaluate and create various digital media messages. The course builds on the concept of information literacy and frames it within the digital and new media paradigm. It teaches essential new media production skills and knowledge needed to create digital media messages for their studies and research, including principles of digital design, photo manipulation, video/audio production, blogging and podcasting. Simultaneously, students learn how to analyze media messages, understand the underlying forces that contribute to shaping those messages, and explore how media help shape politics, culture, and society. Prerequisite or Co-requisite ENGL 004

MDIA 203 Media Law and Ethics (3 cr.) In Arabic

This course examines the various media law, policy and regulatory frameworks that affect media establishments and how they enhance or constrain media institutions and the public in their communication activities. The course will provide students with an overview of the law directly affecting journalists, the extent to which the law specifically affects journalism practices, and offers an understanding of how the law can adapt to accommodate developments in media.

MDIA 205 Basic Digital Production Skills I (3 cr.)

This course provides students with the basic knowledge and skills required in the production of diverse multi-platform content. Skills, knowledge and approaches will be drawn from the fields of script writing, pre-production, production management, direction, camera, sound and editing.

MDIA 206 Multimedia Writing (3 cr.)

This course introduces students to the essential principles and techniques used in media writing and news reporting, and editing. Students will develop a clear understanding of how different sources of information are incorporated into news stories and press releases to ensure accuracy and currency in reporting. Students learn how to adapt their writing to different audiences and how to incorporate audio-visual material in their stories. This course aims to promote understanding and skills in received journalistic ways of thought, processes and practice. Prerequisite or Co-requisite ENGL 004

MDIA 208 Digital Production Skills II (3 cr.)

Building on MDIA 205 (Basic Digital Production Skills I), this course provides students with the intermediate knowledge and skills required in the production of diverse multi-platform content, including video, graphic or audio based. Skills, knowledge and approaches will be drawn from the fields of script writing, pre-production, production management, direction, camera, sound and editing. Prerequisite: MDIA 205 Basic Digital Production Skills.

MDIA 210 Current Affairs in the Media (3cr.)

This course will introduce students to a critical reading of the way in which media report on major current issues. The objective of the course is to make sure students are in touch with major national, regional, and international events, but also those they look at their reporting critically. Students will be expected to read newspapers, watch the news on television, and follow main stories on social media.

MDIA 302 Arab Media and Society (3 cr.)

This course focuses on the role of media in contemporary Arab societies, placing particular emphasis on questions of domination, influence, regulation, control and inequality. It examines contrasting perspectives on the ways in which Arab societies regulate and manage media, covering public service broadcasting, neo-liberalism, ownership and control and questions of censorship. It further examines the relationship between media, social cohesion and different forms of social division, including those relating to gender and ethnicity. Prerequisite or Co-requisite MDIA 201

MDIA 303 Media and Communication Theory (3 cr.)

The course introduces students to contemporary trends in media and communication theories. It focuses on contemporary theories in media studies and how to implement them in research within the context of Arab media and society. Prerequisite or Co-requisite ENGL 201

MDIA 304 Basic TV Production (3 cr.)

This course is conducted as a television production seminar in which, through basic studio exercises and productions, the students become familiar with the tools of the medium and the processes involved in the creation of the completed television program. Emphasis is placed on understanding the role that software and hardware play in the structuring of visual, auditory, and motion elements to communicate through television.

MDIA 305 Basic Photography (3 cr.)

This course aims to provide students with a thorough understanding of photographic and visual communication skills within an elected field of commercial photography. Students work within a photographic studio, and learn a range of photographic techniques, including advertising, editorial, portraiture, still-life, architecture, fashion and illustration. The course has a location and a studio component and will cover the principles of camera operation, the use of light meters (ambient and flash) on location and in the studio, the foundations of lighting, including the introduction to studio flash, lighting types, quality, styles etc., and the fundamentals of design and composition.

MDIA 313 PR and Advertising (3 cr.)

This course offers a comprehensive survey of basic principles and practices of public relations and advertising that emphasizes the distinction between the two disciplines, creative/media strategy decision processes, the importance of media planning, and historical, social, and economic influences. This course will provide a foundation for advanced courses in the two disciplines. Prerequisite MDIA 201 Introduction to Media Studies and MDIA 205 Basic Digital Production Skills I.

MDIA 391 Internship (1 cr.)

This course is an introduction to the professional practice. It involves a documented practical experience of a two-month's period in a professional firm in the media industry that is approved by the Faculty.

MDIA 402 Special Topics (2 cr.)

This course covers a special topic of timely interest. The course may be given by a full-time or part-time faculty member who must present the Faculty with a course outline, syllabus and objectives. Prerequisites to be determined based on actual topic offered. Depending on the subject matter, this course may have a language requirement.

MDIA 490 Capstone Project (3 cr.)

This capstone course gives a chance to students to demonstrate the skills and concepts they learned over the past semesters through the development of personal portfolios relevant to their areas of interest. Students can write a senior research paper, or produce a full-fledged advertising campaign for an actual customer, or a full-fledged documentary. The quality of the work produced should reflect the senior level of the student.

Elective Courses**MDIA 207 Media History (3 cr.)**

This course considers key developments in film, television, and animation production, as well as distribution and exhibition systems, and their significance in the contemporary digital era. Using representative film, television, and online productions, this course develops thematic approaches contextualizing innovations in the form and style of these productions, while taking into account the time and place in which they were made, as well as their audience appeal, popularity, and entertainment functions.

MDIA 307 News Reporting and Writing (3 cr.) In Arabic

This course builds on MDIA 206 and aims to develop journalism skills and knowledge acquired in Newswriting - generating story ideas and finding angles, researching, conducting interviews, and exercising news values. It will concentrate on newsgathering aspects and introduce students to basic elements of a regular journalist's life such as news rounds and rigorous deadlines. Prerequisite MDIA 206.

MDIA 309 Multimedia Production and Design (3 cr.)

In this course, students will learn how to apply design theory in a variety of visual communication contexts relevant to the journalism, media and communication industries. This course aims to allow students to gain an understanding of the role of design as a communication tool in a variety of outputs including newspapers, magazines, online publications and other integrated communication resources. Students will develop critical and practical skills in evaluating visual communication resources, researching audience, writing, and designing resources. Students will also learn how to balance design principles with the strategic purpose of the client and audience.

MDIA 314 Advertising Strategy (3 cr.)

Overview and hands-on learning of applied research methods used in Advertising. During the first part of the course students learn secondary and primary research, develop and conduct focus groups, long interviews, and surveys. In the second part, they learn how to plan media campaigns and evaluate them.

MDIA 315 The Art of Film. (3 cr.)

The course examines the dramatic effects and cultural implications of the techniques used in film making, and some of the central developments in film's artistic and technological history. The course provides students with the basic tools and methods for film appreciation, film study, and film critique, as well as an understanding of film history. The goal is to develop students' capacities for the analytic description and critical interpretation of popular cultural forms. Assignments include daily film screenings, nightly readings, group discussion, a film journal, in-class presentations, and exams.

MDIA 316 Scriptwriting (3 cr.)

The purpose of the course is to learn about film and television screenplay structure, analyze dramatic strategies in film and television, learn and apply correct script form, and creatively engage in the various stages of original scriptwriting. The assignments will include the writing of scenes, a treatment and a half-hour script, with special emphasis on the steps leading toward creating a final screenplay. Prerequisite: MDIA 315 the Art of Film

MDIA 317 Pre- and Post-production (3 cr.)

This course is conducted as a workshop, designed to give hands-on experience in all aspects of film pre and post-production (tools and practicum of medium, including audio production). Students plan, schedule, and budget their postproduction pathway in preproduction for a five-minute film.

MDIA 403 Broadcast Journalism (3 cr.)

The aim of this course is to develop the students' ability to produce radio and television news and current affairs programs of broadcast standard, while building on the skills developed in MDIA 302, and to encourage a greater understanding of the role of the broadcast journalist in society and the effect of the medium of delivery on the message. It is intended to give students a better understanding of the nature of radio and television news and various current affairs, and to further develop their understanding of newsgathering and reporting principles.

MDIA 411 Public Relations (3 cr.)

This course builds on MDIA 313, by focusing on PR research, evaluation, branding, event organizing, customer/investor/stakeholder relations, crisis management, corporate image and corporate culture. Prerequisite MDIA 313

MDIA 414 Theatrical Performance (3cr.) In Arabic

An introductory course in the theories, techniques, and practices of the theater, including running a production from its initial stages to the conclusion of the run. Plays, musicals, or dance, will be examined from the perspective of the actors, stage manager, and director. Working with other members of the production team will be discussed as well as calling shows. Students will acquire practical experience through the production of a short play.

MDIA 418 Journalism Workshop (3 cr.)

This class has a twofold purpose. One is to publish three issues of the university publication, The Student, and the other is to learn more about current issues affecting our community so as to bring them forward in our publication. Every student will have a double role-as a writer for the publication and as an editor. They will be expected to pitch, report, and finish, for publication, at least two articles. They will also be expected to assign, edit, give comments, participate in discussions of the editorial direction of the publication, and in general think about the publication as a unified whole. Prerequisite: MDIA 206 Multimedia Writing and ENGL 201 English Communication Skills I.

MDIA 419 Subject Specific Journalism (3 cr.)

This course invites students to pursue subjects of interest and prepare news articles and video reports about them. Those interested in sports journalism, or business or environmental journalism will be offered the opportunity to start their careers in those fields at this stage. Their work will make up part of a print or online publication.

MDIA 420 Event Management (3 cr.)

This course will provide participants with the practical skills and knowledge required to successfully plan, implement, organize, manage, monitor and evaluate special events. The course will look into the key elements necessary to ensure that an event is successful, including how to conduct an effective venue inspection, and the use of SWOT analysis and time lines to formulate an effective plan.

MDIA 421 Corporate Writing (3 cr.)

This course examines the rhetorical principles and writing practices necessary for producing effective business letters, memos, reports, press releases and other promotional corporate material. The course is informed by current research in professional writing and is guided by the needs and practices of local and international business, industry, and society at large. Prerequisite or co-requisite: ENGL 202 English Communication Skills II.

MDIA 422 Media Planning (3 cr.)

The course analyzes concepts in the profession related to the process of quantifying and qualifying advertising campaigns in the media to optimize results. It focuses on viewership, intensity, message, and medium to define the best way to plan a promotional campaign.

MDIA 423 Animation Workshop (3 cr.)

This course focuses on advanced organization and integration of various creative arts used in animation, resulting in production of a complete animated film.

MDIA 424 Direction of Actors for Film and Television (3 cr.)

This course consists of exercises in analysis of script and character for purpose of directing actors in film and television productions. Emphasis is on eliciting the best possible performance from actors. Students take turns in directing class performances.

MDIA 425 Filmmaking (3 cr.)

The purpose of this course is to offer students the opportunity to produce a significant piece of work that they would like to have participated in film festivals nationally and internationally. Students work with the course instructor to finalize a project that they have been working on during their entire program. Prerequisite: MDIA 316 Scriptwriting

MDIA 426 Investigative Reporting (3cr.)

Students examine what investigative journalism is and how to conceive, research and write such stories. The process involves recognizing when something should be a long-term project, basic criteria for launching into the story, testing and retesting the hypothesis throughout the investigation, and shifting direction when the reporting dictates that the story direction has changed. In this course, students will be asked to think about possible investigative projects they want to work, using the lessons learned during the course. Workshops will be taught on creating databases, retrieving data from outside sources, locating and using public records in different parts of the world, interviewing techniques, how to structure an investigative story, using multimedia to support projects, and writing and editing a long-form narrative. Prerequisite: MDIA 206 Multimedia Writing.

Faculty of Business Administration

Faculty

Dean

Nazih El Jor, Ph.D.

Assistant Professors

Jneid Cherine, Ph.D.

Sam Nemer, Ph.D.

Lecturers

Ahmad, Ali, MBA

Chehwan Elie, DBA

El Helwe Hania, MA

Fenianos Oliver, MSc

Haddad Salim, Ph.D.

Hnein Aseel, MBA

Ghazzawi Fouad, MBA

Khoury Grace, MBA

Mattar Emanuel, MBA

Shaaban Nidal, Ph.D.

The Faculty of Business Administration is composed of the officers and the academic personnel of the Faculty. The Officers include the following

1. The President of the University, Ex-Officio
2. The Dean of the Faculty
3. The Registrar of the University, Ex-Officio
4. The Head of Admissions, Ex-Officio
5. The Head of Library, Ex-Officio

Business Administration involves all aspects of owning, managing, and operating a firm. Business Administration is the study of how managers and professionals can properly lead a firm to achieve its goals and succeed in the marketplace based on the systematic approach to managing and decisions making while taking into account the firm's responsibility towards its community. An ultimate goal of any firm, whether it is singularly owned by a person, or by more than one partner, or by shareholders is to maximize the value of its owner's equity or money and provide value to its surrounding community and environment. Hence, managers and professionals that run firms opt for maximizing this value.

The methodical approaches to management and decisions invariably draw on several disciplines and fields in Business Administration such as finance, marketing and retail, management, accounting, information and decision sciences, entrepreneurship and leadership, and real estate. The Bachelor of Business Administration (BBA) program, at the University is designed to address a rapidly growing market demand for educated undergraduates in Business Administration disciplines in a systematic way and the University is well positioned to play a leading role in fulfilling this need.

Organization and Governance

The Faculty of Business Administration is licensed under Lebanese Law to grant a Bachelor of Business Administration. Currently, the Faculty shall grant undergraduate degrees with specialization in:

- Accounting
- Finance
- Management
- Marketing
- BBA

Vision

Build an innovative Faculty of Business Administration that shall be recognized for its excellence in teaching, research activities, and accreditation, and for its proactive involvement in community services.

Mission

Graduate distinct students with cutting edge business knowledge and socially responsible practices that emphasize innovation, entrepreneurship and applied research to effectively perform in the global market.

Core Values

1) Distinction through leadership spirit:

We strive to distinguish ourselves by developing our students' leadership spirit in the business world through our educational approach and what our curriculum has to offer.

2) Maintaining a holistic engagement:

We engage our students holistically in order to nurture their overall growth, forge their personalities and mold their characters, in order to send forth graduates that will make a difference.

Program Objectives

The Bachelor of Business Administration program combines business and Journalism and Media Communication in an assiduous learning ecosystem that aims at nurturing deep analytical, creative, and technical skills counterbalanced by an emphasis on soft skills and ethical reasoning. The Bachelor of Business Administration program seeks to prepare

students to excel within a variety of organizations (multinational, regional, small and medium, or family business organizations) and to differentiate themselves through a combination of strong professional skills, innovative leadership orientation and sensitivity to ethical conduct and social responsibility.

Program Learning Outcomes

Graduates of the Bachelor of Business Administration (BBA) degree are expected to:

1. Build an array of professional and problem solving skills and demonstrate technical business competence across core functional business areas that allow them to address organizational issues and make sound business decisions.
2. Demonstrate a mastery of business, management and leadership knowledge and put these in practice through initiative and balanced judgment in professional practice and decision-making.
3. Demonstrate competencies in effective communication, critical thinking, problem solving, qualitative and quantitative analysis, knowledge-based decision making, and ethical behavior.
4. Demonstrate the fundamental skills of creating and managing innovation, new business development, and high-growth potential ventures.
5. Demonstrate strong oral, relational and written communication skills that allow them to present and defend a clear, coherent and independent business proposition.
6. Demonstrate responsibility and accountability in various aspects of decision making and professional practice and in their patterns of collaboration and interaction with internal and external stakeholders.
7. Demonstrate sensitivity to diversity of organizational needs, values, behavioral norms, social patterns and stay attuned to various aspects of economic and social development.

Teaching and Learning Strategies

The methods of instruction include a combination of class lectures, reading assignments (that students need to prepare prior to coming to class), take-home assignments, case assignments, in-class assignments, in-class discussion, in addition to individual and group projects. The method of teaching at the Faculty of Business Administration is highly interactive with an aim to increase student achievement, have greater teacher efficiency, and achieve professional and collaborative lectures. Teaching and learning strategies include but are not restricted to cognitive learning, deployment of graphic and audio-visual tools, applied learning, and thinking skills.

Assessment Methods

Evaluation and assessment of the student will be based on examination (drop quizzes, assigned quizzes, midterm, and final), assignments, papers, cases, projects, attendance, and class participation.

Ethics and Integrity

The University is committed to the highest standards of academic integrity and expects its students to behave with honesty, integrity, and professionalism throughout the course of the program. Students are responsible for familiarizing themselves and adhering to the University's policies and regulations and to thoroughly review the University's Student Code of Conduct in the Student Manual.

Cheating

Students are guilty of cheating when they use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects. The unauthorized possession or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

Plagiarism

Plagiarism exists when students claim as their own the work of others. Students, who fail to credit properly ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work—any part of which is not yours—constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. Students are expected to behave with integrity, honesty and professionalism throughout the course and are advised to thoroughly review the University's Student Code of Conduct.

Program's Academic Plan

Philosophy

The BBA program is for fresh University entrants interested in leading careers in the business world. The curriculum emphasizes both analytical and soft skill areas such as leadership, decision-making and ethical reasoning.

Admission to the Program

There is one admission deadline a year:

- Early admission for Fall 2021 – 22: Till June 2021
- Regular Fall Semester admission 2021 – 21: Till September, 2021

Students admitted into the program are either sophomore to the BBA program through direct admission or through transfer from other faculties at the University.

Direct Admission

Direct admission applies to those students who are directly admitted from secondary school into the sophomore class at the Faculty of Business Administration. Students are advised to review the Admissions section of this catalogue for complete and detailed information regarding admission to the University. All direct admissions are decided by the Admissions Office.

Transfer into the Faculty of Business Administration

Students from other faculties at the University may apply for a transfer to the Faculty of Business and work towards a BBA degree after meeting the requirements of the admissions office. Students applying for transfer must not be on probation.

Final admissions decisions into the Faculty of Business Administration depend on the quality of the eligible applicant pool and the number of available places for the term in question.

Academic Advisors

Every student is assigned to an academic advisor. The advisor plays the role of the student's mentor and directs the student in choosing his/her courses and in any academic matter. The adviser communicates and embodies the

culture of the institution and guides the students through the curriculum. In addition, the adviser helps the students in assessing career opportunities or future graduate studies opportunities.

Course Load

Students may also petition to register for a higher number of credits. Full-time students must register for a minimum of 12 credit hours per regular semester. Students may, under special conditions, register for less than 12 credits provided they get the approval of the Faculty Academic and Curriculum Committee. Students can register normally for up to 18 credits per semester. The approval will depend on their previous academic performance (normally, second and third year students with an average of at least 80 or an average of at least 80 in the last two semesters are given such permission).

Program Outline

The undergraduate program, leading to a BBA degree, requires students to complete 96 credit hours for those joining the University as sophomores.

Of the total 96 required credits:

- 9 credits General Education Mandatory Courses
- 15 credit Free Elective courses (Non-Business courses). Those include courses in History, Philosophy, Arts, Sociology, Political Science or Psychology.
- 54 credits are core business courses and include the following courses:
 - ACCO 202 Financial Accounting I
 - ACCO 301 Financial Accounting II
 - ACCO 403 Managerial Accounting
 - BUSS 205 Business Research Methods
 - ASST 210 E-Portfolio
 - BUSS 203 Design Thinking
 - BUSS 208 Business Statistics
 - BUSS 303 Business Law
 - BUSS 307 Corporate Social Responsibility
 - BUSS 310 Internship
 - ECON 205 Micro-Economics
 - ECON 206 Macro-Economics
 - FINA 302 Business Finance
 - MATH 207 Business Math
 - MGMT 301 Employability Skills
 - MGMT 203 Principles of Management
 - MGMT 304 Legal Environment of Business
 - MGMT 309 Entrepreneurship
 - MKTG 204 Principles of Marketing
- 18 credits are major business concentration courses which could be completed in one of the following concentration areas:
 1. Accounting
 2. Finance

- 3. Management and Entrepreneurship
- 4. Marketing

Students need to take at least 5 courses in their core area and 1 course from other concentrations in order to earn a Bachelor degree in a specific concentration. Students have the option of choosing their 6 concentration courses (18 cr.) from several concentrations and will earn in this case a generic degree in Business Administration.

Students have the option to register for a minor degree in another concentration. They should complete 5 courses (15 credits) in the same concentration to be granted a minor degree.

Degree Plan (96 Credits)

Bachelor of Business Administration

First Year (34 credits)				
Term	Course#	Course Name	Credit	Pre/Co- requisite(s)
Fall	ACCO 202	Financial Accounting I	3	
	BUSS 303	Business Law	3	
	ECON 205	Micro-Economics	3	
	MATH 207	Business Math	3	
	ENGL 201	English Communication Skills I	3	
		Total	15	
Spring	ACCO 301	Financial Accounting II	3	ACCO 202
	MGMT 304	Legal Environment of Business	3	
	ECON 206	Macro-Economics	3	
	BUSS 208	Business Statistics	4	
	ARAB 201	Arabic	3	
		Total	16	
Second Year (31 credits)				
Term	Course#	Course Name	Credit	
Fall	FINA 302	Business Finance	3	ACCO 301, ENGL 201
	MGMT 203	Principles of Management	3	ENGL 201
	ACCO 403	Managerial Accounting	3	ACCO 301, ENGL 201
		Free Elective	3	
	ENGL 202	English Communication Skills II	3	
		Total	15	
Spring	BUSS 307	Corporate Social Responsibility	3	MGMT 203
	MKTG 204	Principles of Marketing	3	ENGL 201
		Free Elective	3	
		Major Elective	3	
	MGMT 309	Entrepreneurship	3	MGMT 203
		Total	15	
Summer	BUSS 310	Internship	1	Year 3 level
		Total	1	
Third Year (31 credits)				

Term	Course#	Course Name	Credit
Fall	BUSS 203	Design Thinking	3
	MGMT 301	Employability Skills	3
	ASST 210	E- Portfolio	1
		Free Elective	3
		Major Elective	3
		Major Elective	3
		Total	16
Spring	BUSS 205	Business Research Methods	3
		Free Elective	3
		Free Elective	3
		Major Elective	3
		Major Elective	3
		Major Elective	3
		Total	18

Internship Requirements and Guidelines

All BBA students are required to complete the summer internship (summer following the second year). Students must provide the Faculty with an employer's acceptance. Requirements for students applying for the internship program include: ACCO 301- Financial Accounting II (3 cr.), MKTG 204- Principles of Marketing (3 cr.), MGMT 203- Principles of Management (3 cr.) in addition to being second year standing, having completed at least 48 credit hours by the time of the internship.

Internship Guidelines

- Internship duration is 4 to 6 weeks during the summer (usually during June, July and August).
- Students must comply with the working hours and days of the host company.
- Working days in the week must not be less than 5.
- A faculty member from the Faculty of Business Administration will supervise the student throughout the internship period.
- The internship is graded and the grade is based on: 1- the direct work supervisor 2- the faculty supervisor 3- the final report the student should submit at the end of the internship period 4- Presentation of the report .

Graduation Requirements

Graduation requirements for the Bachelor of Business Administration (BBA) are the following:

- A student must have completed a minimum of five semesters beginning with the sophomore class.
- A student must complete his degree in a maximum of six calendar years. A student who fails to complete his/her degree program within this specified time must petition the Faculty of Business and the Curriculum Committee for an extension.
- Completion of a minimum of 96 credits for students who enter as sophomores.
- Completion of 54 credits in business core courses and 18 credits in a business concentration area. Students must achieve a cumulative average of at least 70 in these 69 credits.
- 9 credits of General Education courses.
- 15 credits of free electives (non-business courses)
- The 18 credits in the concentration area must be completed with a cumulative average of at least 70 for a student to graduate with a concentration.

- When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses.

Failing and Repeating Courses

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If a student fails to fulfill the graduation requirements pertaining to cumulative grade averages at the end of the senior year, and is not dismissed, he/she must repeat the courses with low grades, in order to raise the overall averages to the required minimums.

Incomplete

If a student misses the final exam, he/she must petition or submit a valid reason to the appropriate faculty committee within two weeks of the date of the scheduled final exam in order to obtain permission to complete the course.

Once permission is granted, the final must be completed within one month of the start of the next regular semester. Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

Examinations and Quizzes

All courses have final examinations, unless otherwise authorized by the Academic and Curriculum Committee at the Faculty of Business Administration. Final exams need to be taken by all students in order for them to pass a course.

Business Courses

All Business courses have prefixes according to the following:

- Business (BUSS)
- Accounting (ACCO)
- Finance (FINA)
- Management (MGMT)
- Marketing (MKTG)
- Economics (ECON)

A detailed description of courses under each discipline is available in the following section.

Course Descriptions

Core Courses

ACCO 202 Financial Accounting I (3cr.)

This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including revenue and expenses recognition, merchandising activities, inventory, financial assets, long-lived assets, PPE, intangibles and long term liabilities. The course emphasizes the construction of the basic financial accounting statements which are the income statement, balance sheet and cash flow statement, as well as their interpretation.

BUSS 303 Business Law (3cr.)

This course constitutes an introduction to the Lebanese Commercial Law in addition to the laws related to the capital markets. It covers topics related to the various forms of business in Lebanon in addition to the related legal requirements, corporate governance, securities, corporate set-up and restructuring, joint ventures, distribution and licensing, in addition to commercial representation.

ECON 205 Micro-Economics (3cr.)

This course provides an introduction to the principles of microeconomics including the operation of market economy and the allocation of a society's scarce resources. The course considers how individuals and firms make their consumption and production decisions and how these decisions are coordinated in addition to the laws of supply and demand, the theory of the firm and its components, production and cost theories and models of market structure. The course discusses various causes of market failure and highlights public policies geared towards correcting market failures.

MATH 207 Business Math (3cr.)

This course aims at helping the students understand the basic mathematical operations and techniques that are used to solve economic and business related problems. Real life applications are also introduced for better understanding of the materials.

ACCO 301 Financial Accounting II (3cr.)

This course builds on the knowledge gained in Financial Accounting I and covers a range of advanced financial accounting concepts. The course is designed to help students interpret financial statements and to develop a theoretical and analytical grasp of financial accounting issues. It covers liabilities and equity investments, especially long-term debt, convertible securities, equity issuance, dividends, share repurchases, leases, and deferred tax. Related topics covered include computation of diluted earnings per share, disclosure issues, earnings management, and basic financial statement analysis of cash flows. Prerequisite: ACCO 202 Financial Accounting I.

MGMT 304 Legal Environment of Business (3cr.)

This course familiarizes students with the legal foundations and rules governing and impacting many aspects of business. More specifically, this course will focus on the legal reasoning and knowledge that can be applied in a business context covering among other things business ethics, corporate governance, negligence and liability, intellectual property, contract formation, employment discrimination, bankruptcy, consumer protection law, and mediation.

ECON 206 Macro-Economics (3cr.)

This course covers topics related to macroeconomic theory and policy in a framework that includes interaction of labor, money, and goods and services markets. It also demonstrates how the levels of economic activity, employment and rates of interest are jointly determined. The framework is then used to examine the implications of policies set by the central bank and the government on economic growth and development.

BUSS 208 Business Statistics (4cr.)

In this course, the student is introduced to the subject of business statistics to include the need for quantitative analysis in business, the basic procedures in problem solving, and the sources and types of data used by business firms. Basic probability concepts and normal probability distribution will be used by the student to solve problems which involve business applications. In addition, hypothesis testing and simple regression analysis are introduced. This course covers frequency distributions, descriptive measures, probability concepts, probability distributions, sampling, estimation, hypotheses testing for means and proportions, analysis of variance, simple regression and correlation.

FINA 302 Business Finance (3cr.)

This course familiarizes students with elementary concepts and techniques of finance. It focuses on the time value of money, cash flow, interest rates, capital budgeting decisions, return, risk, cost of capital, financial statement and financial leverage, dividend and payout policy and business ethical issues. Prerequisite: ACCO 301 Financial Accounting II, ENGL 201 English Communication Skills I.

BUSS 203 Design Thinking (3cr.)

This course of design thinking provides the tools needed to become an innovative thinker and uncover creative opportunities. In this course, an overview of design thinking is covered and several tools are introduced to help students understand design thinking as a problem solving approach. Several stories from different organizations that used design thinking to uncover compelling solutions are used to explain design thinking (Year 2 or year 3 level).

MGMT 203 Principles of Management (3cr.)

This course explores essential management concepts, theories, models, tools, processes and techniques that managers utilize in their day-to-day practice to ensure the success and survival of their organizations. Main topics covered include management history and evolution, motivation, decision-making, leadership, managing groups and teams, and human resource management. In addition, this course sensitizes students to the practical aspects of leadership and management. This allows students to gain a fuller understanding of the discipline of management and organizational behavior, and prepare for their role as future managers and leaders. Prerequisite: ENGL201 English Communication Skills I.

MGMT 309 Entrepreneurship (3cr.)

This course is an introductory course to entrepreneurship. It covers topics related to the nature and importance of entrepreneurship, forms of entrepreneurship, the entrepreneurial mind and the entrepreneurial process. It also explains the process of developing successful business ideas including recognizing opportunities and generating ideas, encouraging creativity, conducting feasibility analysis, developing an effective business model, conducting industry and competitor analysis and writing a business plan. Prerequisite: MGMT 203 Principles of Management.

ACCO 403 Managerial Accounting (3cr.)

This course introduces students with the internal use of accounting information to make sound accounting decisions. It covers topics related to cost determination and flow, cost profit analysis, break-even analysis, budgeting from a business decision-making perspective and variance analysis. Prerequisite: ACCO 301 Financial Accounting II, ENGL 201 English Communication Skills I.

MKTG 204 Principles of Marketing (3cr.)

This course constitutes an introduction to marketing principles. It introduces principles and problems of marketing goods and services. Provides an overview of marketing concepts including marketing inputs in strategic planning, global marketing, marketing research, analysis of buyer behavior, market segmentation and positioning, and development of the marketing mix elements. Prerequisite: ENGL201 English Communication Skills I.

BUSS 310 Internship (1cr.)

This course is an introduction to the professional practice. It involves a documented practical experience of a two-month's period in a professional firm that is approved by the Faculty (completed 60 credits).

BUSS 307 Corporate Social Responsibility (3cr.)

This course introduces students to the corporate social responsibility's concepts and issues from social, cultural and economic perspectives and the conflicts that can arise between corporate values and interests. It focuses on the public responsibility an organization undertakes within the community, the obligations to the environment and the ethical challenges it faces as part of its sustainability and business strategy, and beyond its traditional goals of generating profit and growth. Prerequisite: MGMT 203 Principles of Management.

MGMT 301 Employability skills (3cr.)

This course instructs students on different communication formats and styles within the work environment, and how to adjust to each one. It attempts to prepare students to handle a variety of business situations by addressing transferrable skills, or soft skills. This includes: building their self-confidence, networking and PR skills, financial savvy, time management skills, stress management, organizational skills, job search skills, interview skills, and general business etiquette whether at the office or at a business function (Year 2 or 3 level) .

BUSS 205 Business Research Methods(3cr.)

Business Research Methods equips students with the skills to develop and undertake a research dissertation. It provides the theoretical and practical preparation for business research. The course covers the necessary skills and requirements for a literature review, qualitative and quantitative methods, and a research proposal, in addition to the pragmatics of ethics and project management. (year 3 level).

ASST 210 E-Portfolio(1cr.)

Making connections and staying connected has never been easier with sites like Facebook, Twitter, and LinkedIn. Learn how to harness the power of social media for professional gain, and become a savvy social networker. Co-requisite: MGMT 301 employability skills.

Accounting Concentration Courses

ACCO 302 Cost Accounting (3 cr.)

This course includes an in-depth study of product costing systems spoilage/rework and scrap, cost estimation, linear and non-linear CVP, production, quality, and pricing decisions, capital budgeting; operational budgeting, variance analysis, decentralization, segmented reporting, transfer pricing, performance evaluation and incentive systems. Spreadsheet applications are used to reinforce some course concepts. Prerequisite: ACCO 301 Financial Accounting II.

ACCO 304 Intermediate Accounting I (3 cr.)

This course introduces students to the control and reporting of cash and receivables along with the methods used for stock and acquisition assessment, transfer and financial reporting issues and financial statement interrelation. In addition, students learn about inventory valuation and the structure of financial accounting revenue recognition. Prerequisite: ACCO 301 Financial Accounting II.

ACCO 306 Taxation (3 cr.)

This course builds on the introduction to financial accounting. It covers issues and concepts related to the American Tax Code and its application as it relates to various tax entities. The course addresses important foundation tax concepts within a Lebanese context.

ACCO 308 Auditing and Assurance Services (3 cr.)

This course introduces students to the basic concepts and practices of internal and external auditing, the value they provide to the organization, and the independency and ethical responsibilities they require. Students will be familiarized with the internal audit role, in addition to the way an audit assignment is conducted. Moreover, students will be acquainted with the external audit practices based on specific auditing standards, planning and reporting systems. Prerequisites: ACCO 302 Cost Accounting and ACCO 304 Intermediate Accounting I.

ACCO 401 Intermediate Accounting II (3 cr.)

This course focuses on reporting of current and long-term liabilities, stockholders' equity, retained earnings, dilutive securities, intangible assets and EPS. In addition, students will be acquainted with income taxes concepts, accounting for pension, and leases, and changes and error analyses. Prerequisites: FINA 302 Business Finance and ACCO 304 Intermediate Accounting I.

FINA 405 Financial Statement Analysis (3 cr.)

This course teaches students how to apply accounting frameworks in assessing business activities and how to elaborate financial statements analysis, covering financial ratios, cash flow analysis and forecasting. Moreover, students will be introduced to financial reporting systems and equity valuation, and will learn how to write and analyses reports in the purpose of making sound business decisions. Prerequisites: ACCO 301 Financial Accounting II and FINA 302 Business Finance.

ACCO 406 Advanced Financial Accounting (3 cr.)

This course focuses on consolidation accounting, foreign currency transactions and hedge accounting, intercompany transactions, consolidated statement of cash flow, liquidating association/partnership, international accounting and

multinational companies accounting. In addition, students will assess how accounting standards can influence financial decision makers. Prerequisites: ACCO 301 Financial Accounting II and FINA 302 Business Finance.

ACCO 407 Government and Non-profit Accounting (3 cr.)

This course tackles accounting issues, principles and reporting practices pertaining to governmental and non-profit organizations. Students are familiarized with state and local accounting, use different types of funds, state budget appropriation, means of control, and with the analysis and reporting of governmental and non-profit organization financial statements. Prerequisite: ACCO 304 Intermediate Accounting I.

TEOM 415 Information Systems Analysis and Design (3 cr.)

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function. Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

ACCO XXX Accounting Information Systems (3 cr.)

This course is designed to give students an in-depth understating of the accounting information systems. It introduces the student to file and database organization; business processes and internal controls; the systems development process and the management of information systems. Students will be introduced to end-user application softwares including "off the shelf" accounting software packages and spreadsheets. Prerequisites: ACCO 304 Intermediate Accounting I.

ACCO 420 Special topics in Accounting (3 cr.)

This course aims at introducing students to the latest issues and topics in accounting not previously covered in other major courses.

Finance Concentration Courses

FINA 304 Banking Operations (3 cr.)

The objective of this course is to introduce students to the different types of banks and with the fundamental principles and practices related to their operations. In addition, students are familiarized with the role they play in the market as financial intermediaries, their characteristics and the various types of services they offer and their relationship with the central bank. Students also learn about the critical types of risk that banks usually encounter and the ways to reduce them. Prerequisite: ACCO 301 Financial Accounting II.

FINA 306 Money, Banking and Financial Markets (3 cr.)

This course is designed to provide students with the nature of money and its function in the global economy, encompassing the role of banking, central bank, and the monetary policy and their relationship with the financial markets and institutions, and how monetary activities affect markets. Through this course, students are acquainted with the structure of the financial market, risk factors, and opportunities and with various financial issues in addition to the strategy of the central bank with regard to its monetary policy. Prerequisite: ECON 206 Macro-Economics.

FINA 310 Insurance Company Operations (3 cr.)

This course focuses on the study of management issues unique to insurance operations and companies from a functional perspective. The course covers the fundamentals of insurance company operations within the context of functional home and field office activities. The course also covers regulatory history and framework, as well as, Statutory/GAAP accounting and the various functional areas within the insurance operation. Prerequisites: FINA 302 Business Finance.

FINA 401 Financial and Banking Crises (3 cr.)

Students are introduced to financial developments causing unfolding financial and banking crises through history in western countries and their long-lasting effects and consequences on the world economy in general, banks and individuals in particular. Students are also invited to think and analyze the causes of the crises, their antecedents, and how they can be resolved and avoided through basic research and group work. Prerequisites: FINA 302 Business Finance.

FINA 402 Financial Derivatives (3 cr.)

This course focuses on derivative securities and today's financial markets and institutions. Students are introduced to different financial instruments such as alternatives, option markets, futures, option estimating models, option pricing as well as principles of swaps, in addition to financial risk management while dealing with derivatives. Prerequisite: FINA 308 Risk Management.

FINA 403 International Banking (3 cr.)

This course presents an overview of international banking and the recent development it has witnessed. Students are acquainted with the historical evolution, principles, nature and international financial regulations of international banking in addition to the social, cultural, international financial regulations, banking insurance, corporate governance and political dimensions that affect its development. It will provide students with practical frameworks as well as analytical techniques and key international transferable skills. Prerequisites: FINA 302 Business Finance and FINA 306 Money, Banking and Financial Markets.

FINA 405 Financial Statement Analysis (3 cr.)

This course provides an overview of financial statements analysis concepts and techniques. Financial statement analysis is designed to meet the needs of individuals who have sufficient background in accounting and finance. The course focuses on teaching managers and business analysts the skills to be able to understand the complexities of financial statements, and untangle important information that is not visible to the untrained eye. Being able to ask for and understand the appropriate financial information is important for financial analysts and individuals seeking, or already in, management positions at all levels of organizations. Prerequisites: FINA 302 Business Finance.

ACCO 406 Advanced Financial Accounting (3 cr.)

This course focuses on consolidation accounting, foreign currency transactions and hedge accounting, intercompany transactions, consolidated statement of cash flow, liquidating association/partnership, international accounting and multinational companies accounting. In addition, students will assess how accounting standards can influence financial decision makers. Prerequisites: FINA 302 Business Finance.

FINA 406 Real Estate Investment: Analysis and Financing (3 cr.)

This course focuses on the application of economic and finance principles on real estate financial issues and investments. Students are introduced, among other things, to mortgage instruments, income property analysis, loan analysis, financial leverage, real estate valuation and risk, in addition to the real estate financial crisis and its direct effects on the economy. Prerequisites: FINA 302 Business Finance.

FINA 407 Fixed Income Securities (3 cr.)

This course in fixed income securities focuses mainly on bonds as pure discount bonds and coupon bonds that can award a fixed income over a period of time in addition to the various factors that can impact bond yields. Students are asked to challenge their knowledge based on readings, research and real-life cases. Prerequisite: FINA 308 Risk Management.

TEOM 415 Information Systems Analysis and Design (3 cr.)

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function. Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

FINA 409 Islamic Banking and Finance (3 cr.)

This course introduces students to the principles and practices of modern Islamic finance and Islamic banking and the differences with traditional banking and finance. Students focus on the operations of Islamic banks with regard to debt-based, profit-sharing finance instruments, and Islamic investment vehicles, as well as risk management issues. Prerequisites: FINA 302 Business Finance and FINA 304 Banking Operations.

FINA 410 International Financial Management (3 cr.)

This course introduces students to the foundations and characteristics of international financial management in an international context. The course focuses on financial issues and decisions confronting companies operating globally. As such, students deal with international regulatory differences, cost of capital and access to capital markets, foreign exchange fluctuation risks, political risks, taxation, investment decisions and international portfolio diversification instruments. Prerequisite: FINA 302 Business Finance.

FINA 411 Financial Crimes (3cr.)

The objective of the course is to ensure that students have a basic knowledge of the regulations and practices related to combating financial crime. Knowledge and understanding include the following elements: the background and nature of financial crime, money laundering, terrorist financing, bribery, corruption, fraud, and financial crime risk management, the role of the financial services industry.

FINA 311 Global Portfolio Simulation (3 cr.)

Stock market global portfolio simulation is a virtual trading platform that offers students the most realistic stock exchange simulations available for investment and portfolio management. Students would benefit from real-time day trading by practicing investment strategies, test theories and real-time streaming platforms that feature global equities, bonds, options, futures, commodities and more.

FINA 420 Special topics in Finance (3 cr.)

This course aims at introducing students to the latest issues and topics in finance not previously covered in other major courses.

Management and Entrepreneurship Concentration Courses

MGMT 302 Entrepreneurship and Venture Initiation (3 cr.)

This course helps students to capitalize on the entrepreneurship way of thinking and approach to initiate and develop new business and venture. This includes understanding the importance of Intellectual Property and legal issues related to startups, building a new venture team, getting funding and managing a company's finances. Students will also learn to deal with usual matters and threats related to the survival of the new venture and how to successfully grow within the context of very competitive and evolving markets. Prerequisites: MKTG 204 Principles of Marketing and MGMT 309 Entrepreneurship.

MGMT 306 Human Resource Management (3 cr.)

This course introduces students to the management of human resources in organizations. Students are exposed to human resource management strategies and practices and how to apply them in all types and sizes of organizations in the global environment. This course nurtures an understanding of the entire human capital management cycle as a major strategic asset, including the process of acquiring, training, appraising, and compensating employees and attending to their labor relations, health and safety, and fairness concerns. Prerequisite: MGMT 203 Principles of Management.

MGMT 308 E- Business (3 cr.)

This course provides students with some insights into real world information business processing concepts in the electronic age and the impacts it has on the organization's functional side, the creation and commercialization of goods in a global business environment, the improvement of customer service, and the overall economy among other things. Students shall be familiarized with the landscape of online business which faces new challenges emphasizing transaction cost reduction models as an alternative to the old traditional business model and encompassing latest technological developments and creating sustainable competitive advantages. Prerequisites: MGMT 203 Principles of Management and MKTG 204 Principles of Marketing.

MGMT 310 Cross Cultural Management (3 cr.)

In this course, students explore the concept of diversity as a sensitive contemporary human matter and its impact on people within a complex business environment. From this perspective, students are familiarized with the different

issues related to managing a diverse workforce and customers, with regard to ethnicity, culture, social classes, religious beliefs, gender, physical disability and other differentiations and particularities. Prerequisite: MGMT 203 Principles of Management.

MGMT 401 Strategic Management (3cr.)

This course teaches students specific fundamental tools enabling them to formulate and implement organizational integrative strategies in the objective of creating and sustaining a competitive advantage in a global context and in the purpose of satisfying the needs of its various stakeholders. In addition, students will examine and evaluate the impact of innovation and creativity on the organization's offerings and strategic positioning. Prerequisite: MGMT 201 Principles of Management.

MGMT 403 Project Management (3 cr.)

This course provides students with a detailed and comprehensive guidance encompassing the different tools and techniques needed at each stage of the implementation of a project from its beginning at the level of objectives to its end through various functions and deliverables such as planning, scheduling, budgeting, controlling, and monitoring with the objective of maximizing the chances of success. Prerequisites: MGMT 203 Principles of Management

MGMT 405 Organizational Behavior (3 cr.)

This course provides a micro-level analysis of behavior of individuals and groups within their organizations, and the influence that the environment has on such behavior patterns. Accordingly, the course helps individuals understand the different roles people play in the firm irrespective of functional affiliation and to gain an appreciation and understanding of the entangled interplay and interactions between people, structure, environment and other organizational dimensions. Prerequisite: MGMT 203 Principles of Management.

MGMT 407 Global Supply Chain Management (3 cr.)

This course familiarizes students with the integration of key business processes within the organization's chain members and for the purpose of adding value to it and to the offering it produces. The course will be approached from a managerial perspective where global supply chain management emphasizes on the flow of information management, the development of partnerships between various stakeholders at different stages, from the supply of raw material to the supply of finished goods to customers. As such, global supply chain management focuses on system design, operations, and on the application of decision models encompassing procurement, production, distribution, logistics and services. Prerequisites: MGMT 203 Principles of Management and MKTG 204 Principles of Marketing.

MGMT 410 Systems and Total Quality Management (3 cr.)

This course introduces students to the quality management concept and principles. Students are also familiarized with the fundamental theories and models created by Deming, Prize, Juran, Baldrige and others and with the recent systems that are applied to implement and monitor quality and the impact it has on an organization's performance and business success. This course tackles various issues that usually arise in industries such as improvement in production processes, customer service approaches, cost reduction and process effectiveness and efficiency, team management, and employees' development. Prerequisite: MGMT 203 Principles of Management.

MGMT 412 International Business (3 cr.)

This course examines the international environment for business and offers theoretical and practical background to implement strategies and marketing for successfully penetrating international markets and managing international firms. The course covers theories of international trade, foreign direct investment, international financial institutions, differences in political economy and culture, barriers to trade, foreign exchange, and business-government relations. Prerequisites: MGMT 203 Principles of Management.

MGMT 413 NGO Management (3 cr.)

This course addresses the principles and practices of developing and managing an NGO. From the first idea of creating an NGO to meet a need of some kind, the course provide students with the framework to grapple with creating NGO structures and governance, managing personnel and programs, attracting and accounting for financing, as well as examining the crucial aspect of communication with varied constituencies. Through a range of examples, students gain insights into the dimensions and challenges of running an NGO, asking questions about viability and sustainability. Prerequisite: MGMT 203 Principles of Management.

FINA 410 International Financial Management (3 cr.)

This course introduces students to the foundations and characteristics of international financial management in an international context. The course focuses on financial issues and decisions confronting companies operating globally. As such, students deal with international regulatory differences, cost of capital and access to capital markets, foreign exchange fluctuation risks, political risks, taxation, investment decisions and international portfolio diversification instruments. Prerequisite: FINA 302 Business Finance.

TEOM 415 Information Systems Analysis and Design (3 cr.)

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function.

Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

MGMT 415 Negotiation and Conflict Resolution (3 cr.)

This course familiarizes students with negotiation and organizational conflict theory, strategies and style. Students mainly practice negotiation scenarios through role-playing in order to acquire specific skills allowing them to recognize problems in sensitive contexts, overcome barriers and resistance, and develop applicable solutions. Prerequisite: MGMT 203 Principles of Management.

MGMT 420 Special topics in management (3 cr.)

This course aims at introducing students to the latest issues and topics in management not previously covered in other major courses.

Marketing Concentration Courses

MKTG 302 Introduction to Retail Marketing (3 cr.)

This course aims to teach the students how to use marketing tools in the area of business, especially in retail companies. Methods such as gaining information through market research, marketing communications and tools like advertisement, sales promotion, direct marketing, and PR are emphasized. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 304 Marketing for Non-Profit Organizations (3 cr.)

This course introduces students to the marketing principles and practices pertaining to a nonprofit organization that needs to use a variety of communication vehicles to create a buzz about social and public affairs of high importance for the community, reach a specific target population or develop a certain positioning. Students will also learn that sound societal marketing strategies can be very effective if they are well designed and applied. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 306 Sales Management and Practices (3 cr.)

This course introduces students to sales management techniques and professional selling. Students learn how to manage a sales force, how to set realistic objectives in order to maximize organization's sales revenues and profits. In addition, students assess the critical relationship between sales and marketing departments and how they complement each other within the context of a global marketing strategy. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 308 Social Marketing (3 cr.)

This course familiarizes students with the role of marketing beyond company profits and customer's satisfaction. It focuses on social issues and how organizations engage in societal marketing approaches to enhance society's long-term well-being in the purpose of creating effective social impact and distinctive market positioning. Student also learn how marketers in organizations can not only seriously consider the ethical, environmental, legal and social context of their responsibility and role, but also how they can incite their customers to change their ways of thinking or attitudes regarding critical social causes such as poverty, energy saving, health, education, and others. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 401 Digital Marketing and Social Media (3 cr.)

This course introduces students to the digital marketing concept and plan and to the use of social media such as Twitter, Facebook, Blogging and others to allow people to share information and serve the purpose of creating a BtoC and BtoB business relationship. In addition students will be acquainted with E-Commerce development, its impact on marketing transactions and management of organizations, and its legal and security issues. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 402 Service Marketing (3 cr.)

This course provides a comprehensive overview of the characteristics of services and their marketing implications. This course is designed to address the distinct needs and problems of service organizations in the area of Marketing. Topics include developing marketing strategies, creating value, pricing and promoting the service performance, and ensuring a positive customer experience. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 403 Merchandizing, Design and Retail Consumption (3 cr.)

This course focuses mainly on merchandising and its role at a retail level. As such, students are introduced to the merchandising theory and practice and the impact it has on individual consumption and overall spending. In addition, students will also learn to develop merchandising and retail consumption strategies, encompassing product development, creative designs and merchandising budget elaboration. Students are also familiarized with the role of a supply chain system. Prerequisite: MKTG 302 Introduction to retail Marketing.

MKTG 404 Consumer Behavior (3 cr.)

This course focuses on the customer as the key to market success. Topics covered include the roles of a customer, market values a customer seeks, determinants of customer behavior, the customer's mindset, customer decision-making, and customer-focused marketing. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 405 Business to Business Marketing (3 cr.)

This course explores the nature of business to business marketing in challenging and quite dynamic markets. As such, students will be introduced to the nature of the business market and its differences with regards to consumer market. Students tackle specific marketing mix components that are required to successfully market offerings to other businesses and will understand the nature and process of organizational buying. In addition, students will learn how to create value through appropriate strategies and tactics. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 407 International Marketing (3 cr.)

This course provides an overview of the scope and challenge of international marketing. Other than the basic principles of marketing, students in this course are exposed to international marketing topics including the cultural environment of global markets, the dynamic environment of international trade, the importance of history and geography in designing international marketing strategies, the importance of understanding culture and cultural dynamics, the necessity of assessing global market opportunities, and developing and implementing a global marketing vision and strategies through effective international marketing research. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 408 Strategic Brand Management (3 cr.)

This course introduces students to brand management and strategy and reveals how valuable brands are to the organization and to the economy. Students are gradually directed through the different phases of brand creation, brand identity, positioning and equity. In addition, students learn to formulate sound brand strategies that will consolidate over time the brand's competitive strategic posture. Prerequisites: MKTG 204 Principles of Marketing.

MKTG 409 Marketing Research Methods (3 cr.)

This course provides a thorough coverage of various marketing research tools along an applied orientation, including a systematic analysis of the steps comprising the marketing research process, starting with research problem definition and terminating with data collection, analysis, and presentation. Topics covered include qualitative methods for exploratory research design, descriptive research design, causal research design, questionnaire design, sampling design in addition to measuring and scaling. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 410 Integrated Marketing Communication (3 cr.)

This course focuses on marketing communication practices and strategy decisions, encompassing an in-depth analysis of integrated marketing communication as part of a comprehensive marketing strategy such as advertising, promotion, direct marketing, public relations, personal selling, and social media. Students learn how these integrated marketing communication tools can impact the consumer decision adoption process and enhance brand equity. Prerequisite: MKTG 204 Principles of Marketing.

TEOM 415 Information Systems Analysis and Design (3 cr.)

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function. Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

MKTG 419 Strategic Marketing (3 cr.)

This course familiarizes students with the fundamentals of marketing strategy and how marketers can analyze a business environment taking into consideration analytical metrics such as the brand / product differentiation, opportunity analysis, segmentation and targeting, positioning, and customer analysis and value. In addition, students assess the different marketing mix components from a strategic perspective in order to maximize organizational

performance and competitive posture. Moreover, students learn how to formulate a sound strategy and how to integrate it in a marketing plan. Prerequisite: MKTG 204 Principles of Marketing.

MKTG 420 Special topics in Marketing (3 cr.)

This course aims at introducing students to the latest issues and topics in marketing not previously covered in other major courses.

UNIVERSITY CENTERS

The University will have five centers, namely the Center for Continuing Education, Entrepreneurship Center, Human Rights Center, Marine and Environmental Studies Center, and the Science and Technology Center. These centers will seek to foster strong relationships between the University and its surrounding community and will be available to members of the community at large. The centers will also provide continuous opportunities for engagement between the community and the University and its various offerings.

Continuing Education Center

Mission

The mission of the Center for Continuing Education' is to facilitate lifelong learning that transforms lives by mobilizing the collective educational resources and expertise of the University through innovative, non-traditional programs and services. The services of the Center for Continuing Education will also be open and made available to members of the community at large to facilitate and encourage learning in the community and provide continuous engagement opportunities for the community in the life of the University and its different offerings.

Vision

The Center for Continuing Education will be a recognized leader providing informal educational opportunities to Tripoli residents and members of North Lebanon communities in general to assist them in reaching their personal and professional goals.

Objectives

- Collaborate with governmental and non-governmental organizations in expanding life-long learning opportunities for career advancement and personal development
- Deliver high-quality programs that meet the needs of North Lebanon communities, particularly in human resources development
- Create and support excellence in educational and professional program services for life-long learning
- Promote life-long learning for the realization of a learning community and for the enhancement of the community's quality of life

About Continuing Education Center

AZM University Center for Continuing Education will be a transformational learning community that serves to enhance the quality of life in the North Lebanon region. The Center offers non-credit programs and services tailored to the personal and professional education needs of North Lebanon residents. Its primary goal is to foster a passion for life-long learning, intellectual engagement, and respectful appreciation for perspectives of others. Lifelong learning is at the heart of the Center of Continuing Education and is reflected throughout its offerings and programs.

In order to meet the ongoing educational professional needs of the community, the Center shall offer programs and services in many educational and professional disciplines. These programs are accessible to any individual wishing to expand their intellectual horizons and gain skills relevant to a changing and innovative workforce. They provide an opportunity for non-traditional students to access AZM University and provide the University with the opportunity to get involved with the community it serves. Awareness of and involvement in our community keeps us open, responsive, and responsible.

Entrepreneurship Center

Mission

The mission of the Azm University Entrepreneurship Center is to provide experiential learning opportunities for AZM University students and the general public to develop their entrepreneurial skills and support them to build successful startup companies and positively drive the local economy in North Lebanon.

Vision

The vision of the Azm University Entrepreneurship Center is to be a national model of excellence in innovation and entrepreneurship.

Goals

Promote a culture of innovation and entrepreneurship at Azm University and in the society at large
Enable students to develop essential entrepreneurship skills in order to succeed as future entrepreneurs or employees in the 21st century
Encourage and support students to become future entrepreneurs
Contribute to the entrepreneurial university vision of Azm University

Activities

Organize innovation and entrepreneurship-related events, such as seminars, workshops, conferences on campus targeting Azm university students and the community at large
Facilitate specialized training courses about innovation, entrepreneurship, leadership and other soft/business skills
Conduct awareness seminars about innovation and entrepreneurship at local high schools and educational centers
Run internal student entrepreneur competitions at Azm university
Manage the activities related to the participation of Azm university students in local and national business idea competitions such as Hult Prize challenge and the AUF DEEL university competition
Support students to get the “National Student Entrepreneur Status” a certificate issued by the Lebanese ministry of Education and Higher Education, through the AUF DEEL program
Guide students through their internship programs at local incubator/accelerators or co-working spaces
Provide coaching and mentorship to students who want to become entrepreneurs

Develop and maintain partnerships with other stakeholders in the entrepreneurship ecosystem in Lebanon and abroad

About The Azm University Entrepreneurship Center (AUEC)

The AZM University Entrepreneurship Center is a special initiative to motivate and promote entrepreneurship and innovation among university students and the society at large in North Lebanon. The Center shall provide opportunities for students to develop their entrepreneurship skills through participating in various business idea competitions as well as attending related training courses, workshops, local and national seminars, conferences, etc. The Center will also support students who want to become future entrepreneurs in various ways such as mentoring and coaching, as well as connecting them with appropriate business professionals and organizations that support innovation and entrepreneurship on various levels and stages of the entrepreneurial journey.

In addition, the Center will contribute to the advancement of knowledge and the practice of entrepreneurship. A number of entrepreneurs and mentors will be affiliated with the Entrepreneurship Center. They provide both career and business mentoring for students, and often participate in entrepreneurship seminars and workshops. They can also be considered as valuable resources for research faculty looking to gain a practical perspective on the topics of their research.

Human Rights Center

Mission

AZM University Human Rights Center is committed to interdisciplinary excellence in the field of human rights. It promotes human rights as a core value of the University and engages productively with national and international organizations to advance respect for human rights. We are devoted to share best practices and knowledge related to human rights, democratic participation and socio-economic development.

Vision

The vision of the Center is to provide support for human rights activists, professionals and educators in order to envisage and promote a just and equitable society. We are committed to develop a diverse and inclusive community in North Lebanon.

Objectives

- Promote respect and observance of human rights and democracy
- Create networks with public interest and human rights organizations, non-governmental organizations, universities, relevant research institutions, religious associations and legal associations' societies
- Provide consultancy services to government and non-governmental organizations
- Deliver proactive and preventative human rights education through organizing and sponsoring conferences, training, awareness campaigns, events and workshops
- Distribute articles and various publications on legal education, society and human rights.

About The Human Rights Center

AZM University Human Rights Center assists human right advocates, students, instructors, practices, and networks to promote a culture of human rights and responsibility in our community. We seek partnerships with community organizations, individuals, students, stakeholders, and international organizations who are interested in supporting human rights. The Human Rights Center assists human rights through four primary activities:

A. Human Right and Education

Education shall be directed to the full development of the human personality and to the reinforcement of respect for human rights and fundamental freedoms. The Human rights Center will support our role in building social structures that support sharing democratic models and the resolving conflicts, and can provide a common understanding of how to address political and social differences equitably and celebrate cultural diversity.

B. Human Rights and Diversity

The Human Rights Center will also focus on main challenges and dilemmas related to human rights and diversity - equality and non-discrimination versus freedom and group autonomy, minority rights and majority-minority conflicts, contextual approaches to human rights analysis, and human rights protection versus traditional practices.

C. The Human Trafficking and Modern Slavery

The Human Rights Center seeks to enhance the understanding of human trafficking in all of its dimensions and to develop specific recommendations to address global concerns to protect basic human dignity. In an effort to educate and promote awareness about human trafficking and modern slavery, the Center shall conduct academic teaching, workshops, seminars, conferences, connecting scholars, policymakers, and practitioners, and engage anti-trafficking stakeholders and leaders globally.

D. The Sexuality, Gender, and Human Rights

The Center shall use critical frameworks of sexuality and gender to examine the possibilities and limitations of human rights policy for women. The Center shall also seek to motivate the public in a vibrant political debate regarding the important relationships between sexuality, gender, and human rights. In particular, the Center shall work to raise the visibility of these issues and amplify the voices of women across the University campus and in the North Lebanon community.

Science and Technology Center

Mission

The Mission of the Center for Science and Technology is to transform North Lebanon towards a city-class hub for latest technologies, technological innovations and discussions of technology related issues, providing facilities, services and a dynamic environment that enable young graduates to cultivate ideas, innovate, and develop.

Vision

The Vision of the Center for Science and Technology is to transform technological advancement and innovation into value creation that benefits Lebanon and the region.

Objectives

- Enable AZM University to serve as a voice in national science and technology policy issues
- Serve as a national role model in innovative science and technology
- Build a sustainable science and technology policy
- Integrate faculty members skills and expertise for development and research

- Identify and develop relationships with the community to learn about their needs and how to assist them
- Achieve sufficient and stable funding (public and private funds) to conduct programs for the advancement of science, technology
- Further improve the Center's governance structure to support growth and guide its future direction

About The Science and Technology Center

To ensure the success of the center as a national innovation and technology hub, it is crucial that we contribute to our community and help inspire the next generation of graduates and technology entrepreneurs. To help foster a community interest in innovation, we will host a series of events throughout the year. We adopt a 'green' attitude towards the environment, the economy and our community, as well as a sustainable approach to all of our operations. In particular, we are committed to using and showcasing energy-efficient and renewable energy technologies to ensure that we deliver, as well as inspire, long-term change.